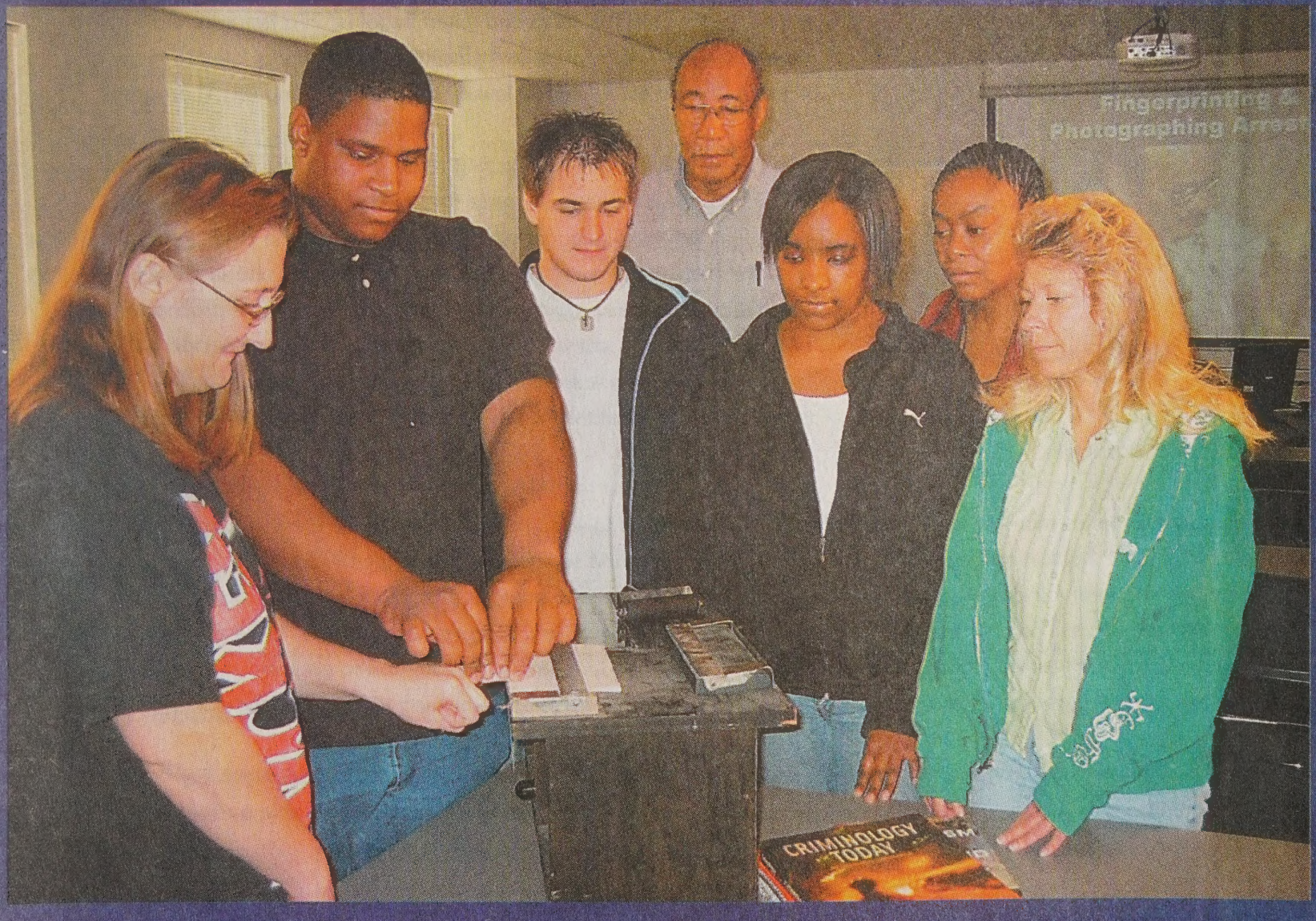
# Montgomery Community College




## Spring 2007 Class Schedule

Registration - January 3
Continuing Education Registration - January 4
Classes Begin - January 8

MONTGOMERY
YOUR RESOURCE FOR SUCCESS
1967
COMMUNITY COLLEGE

# A Message from MCC's President

Dr. Mary Kirk speaks at MCC's 2006 Convocation

Here in Montgomery County, we are fortunate to have excellent police officers, sheriff deputies, detectives, highway patrolmen, and other law enforcement personnel. These individuals are quick to respond to the needs of the college, for which we are very grateful. They were even quick to respond when we were installing a new alarm system in all our buildings, which resulted, as you might imagine, in a few false alarms. We appreciate our law enforcement officers in Montgomery County, many of whom attended MCC's basic law enforcement training (BLET) program.

In addition to BLET, another exciting MCC program related to this field is Criminal Justice. As you browse through our spring curriculum and continuing education course offerings, you will note an emphasis on our Criminal Justice curriculum and the opportunities afforded upon graduation from this program. Such opportunities include probation and parole officers, correctional officers, loss prevention specialists, legal assistants, at-risk specialists and fraud investigators. The two-year program is also available online and offers students an alternative to the traditional classroom.

You will also notice many other courses and programs available to you. It is that time of year when we count our many blessings, note those things that we might improve in our lives, and set new goals and dreams for 2007. Have you been wishing to enroll in a program of study to enrich your talents and skills, or give you the skills necessary for a new career? Are you still hoping one day to go back to school and finish your high school diploma? Is there someone you could help obtain their education, someone who needs your encouragement and support to get them started? Have you been thinking of establishing a scholarship to help a needy student realize his or her educational dreams?

We have the chance to make a difference every day in our own lives and in the lives of others. Montgomery Community College is here for you, to help you realize your dreams or the dreams of others. Come and visit us – see for yourself the exciting opportunities available at MCC!

Mary P. Kirk, Ed.D.
President

**On the Cover:** Students in the Criminal Justice program learn fingerprinting methods. From L - R: Leah Bingham, Jeffrey Peterkin, Josh Brown, John Morrison, Shanice Martin, Jackie Clark and Martha Boswell.

**Montgomery Community College**
1011 Page Street ~ Troy, NC 27371
910-576-6222
www.montgomery.edu



Montgomery Community Colletge is an equal opportunity institution.

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## A Message for Students with Special Needs

Montgomery Community College (MCC) seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Our goal is to ensure qualified students equal opportunity and access to all programs, courses, services, and facilities. It is the student's responsibility to make his/her disability known in a timely manner. Students should request any necessary academic adjustments in writing one month prior to registration. To determine the student's eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. MCC will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations.)

Appropriate testing accommodations are available upon request for students with special needs. Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted.

For more information on services for students with special needs, consult with the Director of Counseling Services located in Building 100 of the main campus.

# Degrees and Programs of Study

| Academic Programs | Classes Offered | | Award Options | | |
|---|---|---|---|---|---|
| Accounting | Day | Evening | A.A.S. | Diploma | Certificate |
| Associate in Arts | Day | Evening | A.A. | — | — |
| Associate in General Education | Day | Evening | A.G.E. | — | — |
| Associate in Science | Day | Evening | A.S. | — | — |
| Autobody Repair | Day | — | — | Diploma | Certificate |
| Basic Law Enforcement Training | Day | Evening | — | — | Certificate |
| Business Administration | Day | Evening | A.A.S. | Diploma | Certificate |
| Computer Information Technology | Day | — | A.A.S. | Diploma | Certificate |
| Computer Information Technology | — | Evening | — | Diploma | Certificate |
| Criminal Justice Technology | Day | Evening | A.A.S. | — | — |
| Dental Assisting | Day | — | — | Diploma | — |
| Early Childhood Associate | Day | — | A.A.S. | Diploma | Certificate |
| Early Childhood Associate | — | Evening | — | Diploma | Certificate |
| Electrical/Electronics Technology | Day | — | A.A.S. | Diploma | Certificate |
| Electrical/Electronics Technology | — | Evening | — | — | Certificate |
| Emergency Medical Science | Day | — | A.A.S. | — | — |
| Forest Management Technology | Day | — | A.A.S. | — | — |
| Gunsmithing | Day | — | A.A.S. | Diploma | Certificate |
| Gunsmithing | — | Weekend | — | Diploma | Certificate |
| Human Services Technology | Day | — | A.A.S. | — | — |
| Networking Technology | — | Evening | — | Diploma | — |
| Medical Assisting | Day | — | A.A.S. | — | — |
| Office Systems Technology | Day | — | A.A.S. | Diploma | Certificate |
| Office Systems Technology | — | Evening | — | Diploma | Certificate |
| OST/Legal Concentration | — | Evening | A.A.S. | — | — |
| Practical Nursing | Day | — | — | Diploma | — |
| Professional Crafts: Clay | Day | — | A.A.S. | Diploma | Certificate |
| Professional Crafts: Clay | — | Evening | — | — | Certificate |
| Taxidermy | Day | — | — | Diploma | Certificate |
| Taxidermy | — | Evening | — | — | Certificate |

* Associate in Arts and Associate in Science degrees are available to students who want to complete the first two years of college and who plan to transfer to a four-year college or university. An Associate in General Education is available to students who want a two-year degree without intent of transfer.

** Associate in Applied Science degrees are intended for students who wish to master a technical field in two years and obtain full-time employment upon graduation.

*** Diplomas indicate completion of one year of study in a curriculum program.

**** Certificates can take from one semester to one year to complete (depending upon course scheduling.)

Note: Many of the classes offered at MCC are also available throughout the year online. See the course schedule for more information about online classes.

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools - 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number (404) 679-4501 - to award associate degrees, diplomas, and certificates.

*Questions?*
*Call the Admissions Hot Line at*
*910-576-6222 extension 240*

*Or visit our Website at*
*www.montgomery.edu*

# Placement Testing

All associate degree programs require either ASSET or COMPASS testing. Diploma and certificate programs may require reading and math sections of a placement test. Call 910-576-6222, extension 600, to reserve a seat at one of the ASSET or COMPASS sessions. Call extension 210 if you have questions about ASSET or COMPASS. Test schedules are listed below.

ASSET
(pen & paper version)

| November 7 | December 5 | January 6 |
|---|---|---|
| 9 a.m. & 6 p.m. | 9 a.m. & 6 p.m. | 9 a.m. |

COMPASS
(computerized version)
1st & 3rd Thursdays - 9 a.m., 11 a.m., 1 p.m. and 4 p.m.

# Class and Program Cancellations

Montgomery Community College makes every attempt to meet the needs and desires of its students. However, special circumstances may require us to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between a student and the College.

# Graduation Rate

Information regarding the completion rate of MCC students is on file in Student Services.

# Campus Crime Report

In 1990, the Campus Security Act was signed into law. The implications of the law, to some extent, affect all postsecondary institutions. More importantly, it involves the entire campus community in responding to crime incidents that occur on campus. In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires MCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at www.montgomery.edu/security.htm and printed copies are available from the Business Office.

# Tuition, Fees and Financial Assistance

## 2006-2007 Tuition Rates

All tuition rates are set by the N.C. General Assembly and are subject to change without notice.

In-State Rate ..... $39.50 per credit hour
Out-of-State Rate ..... $219.50 per credit hour

Tuition and fees are payable at registration.

## Fees

| | |
|---|---|
| Student Activity Fee/Fall & Spring | $11.00 |
| Student Activity Fee/Summer | 6.00 |
| Technology Fee/per term | 16.00 |
| Student Insurance/per term | 1.25 |
| Dental Assisting Insurance/per year | 15.00 |
| Medical Assisting Insurance/per year | 15.00 |
| Practical Nursing Insurance/per year | 15.00 |
| EMS Insurance/per year | 61.50 |
| Graduation Fee/Curriculum | $30.00 |
| Each additional award | 5.00 |
| Graduation Fee/GED/AHS | 18.00 |

## Supplies & Materials

| | | |
|---|---|---|
| DEN 112 | Dental Radiography | $130 |
| GSM 111 | Gunsmithing I | 50 |
| GSM 120 | Gunsmithing Tools | 75 |
| GSM 225 | Gunmetal Refinishing | 40 |
| MED 140 | Exam Room Procedures I | 8 |
| MED 150 | Lab Procedures I | 10 |
| PCC 110 | Intro to Pottery | 36 |
| PCC 111 | Functional Pottery I | 36 |
| PCC 130 | Pottery Production | 36 |
| PCC 210 | Functional Pottery II | 36 |
| PCC 211 | Decorative Pottery | 36 |
| TXY 101 | Fish Taxidermy | 50 |
| TXY 103 | Mammal Taxidermy | 50 |

## Residency

To qualify for in-state residency, you must have maintained a bona-fide domicile in the state for at least 12 months immediately prior to classification as a resident for tuition purposes.

## Financial Assistance

Financial assistance is available to qualified students. The application process may require several weeks, so apply early! There are funds available through PELL grants, veterans benefits, childcare funds, Workforce Investment Act (WIA), federal-work study and scholarships. If you have questions or would like to schedule an appointment with a financial aid representative, please call the Financial Aid Office at 910-576-6222, extension 226 or 519.

## Payment Methods

MCC accepts VISA and MasterCard for payment of tuition, fees, books and supplies.

### New at MCC: FACTS!
### An Interest-Free Payment Plan

To help you meet your educational expenses, Montgomery Community College is proud to offer FACTS as a convenient budget plan. This is not a loan program. This is a payment plan. There are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a $25.00 per semester nonrefundable FACTS Enrollment Fee. You may budget your tuition and fees. However textbooks, supplies and materials are not included in the plan.

For more information, call Tammy Owens at 910-576-6222, Ext. 336 or click on the e-Cashier logo on our website: www.montgomery.edu.

## Tuition Refunds

If a student withdraws from the College or drops a class(es), tuition refunds may be granted. Requests for tuition refunds must be made to Student Services. A preregistered curriculum student who officially withdraws from the College or a curriculum class prior to the first day of the College's academic term will be eligible for a 100% tuition refund. After the academic term begins, tuition refunds of 75% may be granted through the 10% point of the term. Refunds are not permitted by law, under any circumstances, after the 10% point of the term.

# Academic Calendar

| | |
|---|---|
| Spring 2007 advising for current students | October 23-November 8 |
| Spring 2007 registration for currently enrolled students | November 8 |
| Pick up registration form in Student Services 9 a.m.—7 p.m. | |
| Spring 2007 registration for NEW students (9 a.m.—7 p.m.) | January 3 |
| Classes begin | January 8 |
| Schedule changes (9 a.m.—12 noon and 4 p.m.—7 p.m.) | January 8 & 9 |
| Martin Luther King Holiday | January 15 |
| Last day for partial tuition refund | January 22 |
| Mid-term | March 5 |
| Spring Break | March 6-10 |
| Last day to drop a course with a "W" | April 13 |
| Summer 2007 advising for current students | March 19-April 11 |
| Easter Break | April 2-7 |
| Summer 2007 registration for currently enrolled students | April 11 |
| Terms ends | May 12 |
| Graduation | May 16 |

# Registration

## *New Students*

**Registration: January 3 from 9 a.m.—7 p.m.**

If you have never attended MCC, follow these steps.

1. Submit a completed admission application.
2. Request official transcripts from your high school or GED/AHS testing center.
3. Request official transcripts from any other colleges or universities you have attended.
4. Take the ASSET or COMPASS placement test if required for your chosen program of study.

For additional information on admission requirements and to obtain an application, call 910-576-6222, extension 240.

To register for classes:

1. Attend orientation.
2. Meet with academic advisors to plan your class schedule.
3. Go to Student Services and pick up your registration form.

Take your registration form to the Business Office to pay fees or to the Financial Aid Office to have your fees deferred. Both offices are located in Building 100.

## *Former Students*

**Registration: January 3 from 9 a.m.—7 p.m.**

If you are a former student and have not attended MCC within the past year, please see the Admissions Officer to update your record. You may register January 3 and follow registration procedures for new students.

# Spring 2006 Schedule of Classes

| Course # | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|
| ACA 111 | 01 | College Student<br>8 week course; ends March 1 | 1 | 1 | TTH | 08:30-09:20A |
| ACA 111 | 02 | College Student<br>8 week course; ends March 5 | 1 | 1 | MW | 09:00-09:50A |
| ACA 111 | 50 | College Student<br>8 week course; ends March 1 | 1 | 1 | TTH | 07:00-07:50P |
| ACA 111 | W1 | College Student<br>8 week course; ends March 5 | 1 | 1 | TBA | TBA |
| *ACC 121 | 01 | Prin of Managerial Accounting | 4 | 5 | MW<br>F | 11:40-01:30A<br>12:00-12:50P |
| *ACC 121 | 01C | Prin of Managerial Accounting | 4 | 5 | TBA | TBA |
| ACC 129 | 01 | Individual Income Taxes | 3 | 4 | TTH | 03:00-04:50P |
| *ACC 140 | 01 | Payroll Accounting | 2 | 3 | TTH | 11:30-12:45A |
| *ACC 140 | 50 | Payroll Accounting | 2 | 3 | W | 05:30-08:15P |
| *ACC 150 | 01 | Acct Software | 2 | 3 | MW | 11:30-12:45A |
| AHR 120 | 50 | HVACR Maintenance | 2 | 4 | W | 06:00-09:50P |
| ANT 220 | 01H | Cultural Anthropology | 3 | 3 | MWF | 12:00-12:50P |
| ART 111 | 01H | Art Appreciation | 3 | 3 | MWF | 08:00-08:50A |
| *AUB 112 | 01 | Painting & Refinishing | 4 | 8 | M<br>T | 08:00-10:40A<br>08:00-12:40A |
| *AUB 112 | 30 | Painting & Refinishing | 4 | 8 | M-TH | 01:40-03:30P |
| AUB 122 | 01 | Non-Structural | 4 | 8 | W<br>TH | 08:00-10:40A<br>08:00-12:40A |
| AUB 136 | 01 | Plastics & Adhesives | 3 | 5 | F | 08:00-12:40A |
| *BIO 112 | 01 | General Biology | 4 | 6 | MW | 01:45-04:30P |
| *BIO 112 | 50 | General Biology | 4 | 6 | MW | 07:00-09:45P |
| BIO 163 | 01 | Basic Anatomy & Physiology | 5 | 6 | MW<br>F | 12:00-01:50P<br>09:00-10:50A |
| BIO 163 | 02 | Basic Anatomy & Physiology | 5 | 6 | MW<br>T | 12:00-01:50P<br>11:00-12:50A |
| *BIO 166 | 50C | Anatomy & Physiology | 4 | 6 | T | 07:00-09:50P |
| *BIO 166C | 01 | Anatomy & Physiology | 3 | 3 | TTH | 12:30-01:45P |
| *BIO 166L | 01 | Anatomy & Physiology/Lab | 1 | 3 | T | 02:00-04:50P |
| *BIO 166L | 02 | Anatomy & Physiology/Lab | 1 | 3 | TH | 02:00-04:50P |
| BUS 115 | 01H | Business Law I | 3 | 3 | TTH | 08:00-09:15A |
| BUS 115 | 50 | Business Law I | 3 | 3 | TTH | 07:30-08:45P |
| BUS 115 | W1 | Business Law I | 3 | 3 | TBA | TBA |
| BUS 121 | 01 | Business Math | 3 | 4 | TTH | 01:00-02:50P |
| BUS 121 | 50 | Business Math | 3 | 4 | TTH | 05:30-07:20P |
| BUS 121 | W1 | Business Math | 3 | 4 | TBA | TBA |
| *BUS 225 | 01 | Business Finance | 3 | 4 | TTH | 01:45-03:35P |
| *BUS 225 | W1 | Business Finance | 3 | 4 | TBA | TBA |
| *BUS 260 | 01 | Business Communications | 3 | 3 | F | 09:00-11:50A |
| *BUS 260 | 50 | Business Communications | 3 | 3 | TTH | 07:00-08:15P |
| *BUS 260 | W1 | Business Communications | 3 | 3 | TBA | TBA |

*Prerequisite course required. It is the responsibility of the student to fulfill all prerequisites for a class prior to registration. The college reserves the right to withdraw students from any class for which they have not completed all prerequisite courses.

Melissa Garner

## MCC Criminal Justice Grad Employed as Welfare Fraud Investigator

Melissa Garner was working for the Montgomery County Department of Social Services (DSS) when she came to MCC in 1997.

She enrolled in the Criminal Justice program because she wanted to pursue a career as a criminal investigator of some type.

A new position opened in the department for a Program Integrity Welfare Fraud Investigator. Melissa was very interested in the job, but it required a minimum two-year degree in criminal justice or a related field.

Melissa had to put her dreams on hold until she could complete her education. She graduated from MCC in July, 1999 with an Associate in Applied Science Degree in Criminal Justice Technology.

# For information call 910-576-6222, ext. 240

| Course # | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|
| BUS 280 | 01 | REAL Small Business | 4 | 4 | TTH | 01:45-03:35P |
| CIS 111 | 01 | Basic PC Literacy | 2 | 3 | TTH | 08:00-09:15A |
| CIS 111 | 02 | Basic PC Literacy | 2 | 3 | T | 01:00-03:50P |
| CIS 111 | 50 | Basic PC Literacy | 2 | 3 | T | 05:30-08:20P |
| CIS 111 | W1 | Basic PC Literacy | 2 | 3 | TBA | TBA |
| CIS 111 | W2 | Basic PC Literacy | 2 | 3 | TBA | TBA |
| *CIS 115 | 01 | Intro to Prog & Logic | 3 | 5 | TTH | 08:00-10:15A |
| CJC 120 | 01 | Interviews/Interrogations | 2 | 3 | MWF | 10:00-10:50A |
| CJC 120 | 09C | Interviews/Interrogations | 2 | 3 | TBA | TBA |
| CJC 120 | W1 | Interviews/Interrogations | 2 | 3 | TBA | TBA |
| CJC 121 | 01 | Law Enforcement | 3 | 3 | MWF | 09:00-09:50A |
| CJC 121 | W1 | Law Enforcement | 3 | 3 | TBA | TBA |
| CJC 131 | 01 | Criminal Law | 3 | 3 | TTH | 09:30-10:45A |
| CJC 131 | W1 | Criminal Law | 3 | 3 | TBA | TBA |
| CJC 132 | 01 | Court Procedure | 3 | 3 | TTH | 11:00-12:15A |
| CJC 132 | W1 | Court Procedure | 3 | 3 | TBA | TBA |
| COE 111 | 01E | Co-op Work Experience | 1 | 10 | TBA | TBA |
| COE 111 | 01F | Co-op Work Experience | 1 | 10 | F | 08:00-06:00A |
| COE 115 | 01E | Work Exp Seminar I | 1 | 1 | TBA | TBA |
| COE 121 | 01E | Co-op Work Experience | 1 | 10 | TBA | TBA |
| *COE 125 | 01E | Work Exp Seminar II | 1 | 1 | W | 12:00-12:50P |
| *COE 125 | 02E | Work Exp Seminar II | 1 | 1 | T | 04:00-04:50P |
| COM 231 | 01 | Public Speaking | 3 | 3 | TTH | 01:45-03:00P |
| *CTS 120 | 01 | Hardware/Software Support | 3 | 5 | MW | 01:00-02:30P |
| | | | | | F | 08:30-09:50A |
| *CTS 120 | 50 | Hardware/Software Support | 3 | 5 | TTH | 07:30-09:45P |
| *CTS 125 | 50 | Presentation Graphics | 3 | 4 | MW | 05:30-07:20P |
| *CTS 130 | 01 | Spreadsheet | 3 | 4 | MW | 08:00-09:50A |
| *CTS 130 | 50 | Spreadsheet | 3 | 4 | TTH | 05:30-07:20P |
| *CTS 130 | W1 | Spreadsheet | 3 | 4 | TBA | TBA |
| DBA 110 | 01 | Database Concepts | 3 | 5 | MW | 02:00-04:15P |
| DBA 110 | 50 | Database Concepts | 3 | 5 | MW | 07:30-09:45P |
| *DEN 103 | 01 | Dental Sciences | 2 | 2 | F | 09:00-10:50A |
| *DEN 104 | 01 | Dental Health Education | 3 | 4 | TH | 09:00-01:20A |
| *DEN 105 | 01 | Practice Management | 2 | 2 | F | 11:30-01:20A |
| *DEN 106 | 01 | Clinical Practice I | 5 | 13 | MW | TBA |
| | | | | | F | 08:00-08:50A |
| *DEN 112 | 01 | Dental Radiography | 3 | 5 | T | 09:00-10:50A |
| | | | | | F | 11:30-02:20A |
| ECO 252 | 01H | Prin of Macroeconomics | 3 | 3 | MW | 01:00-02:15P |
| ECO 252 | 50 | Prin of Macroeconomics | 3 | 3 | TTH | 05:30-06:45P |
| ECO 252 | W1 | Prin of Macroeconomics | 3 | 3 | TBA | TBA |
| EDU 131 | 50 | Child, Family & Community | 3 | 3 | T | 05:00-07:50P |
| EDU 131 | 50W | Child, Family & Community | 3 | 3 | T | 05:00-07:50P |
| EDU 145 | 01 | Child Development II | 3 | 3 | MW | 01:45-03:00P |

**Section Key** Day = 01-30 | Evening = 50-52 | Weekend = 90 | Internet = W1 | Learning Lab = LL | Information Highway = H | Hybrid = C | Blended = B | Off-Campus work = E-F

**Heading Key** Cr = Credit hours | Con = Contact hours

**Melissa Garner**
(con't.)

It was not until August, 2000 that the Fraud Investigator position opened up once again, but Melissa was ready for it.
She was hired for the job and is now certified by the State of North Carolina to investigate and prosecute cases of suspected welfare fraud.

"The criminal justice that I learned in my classes at MCC was very valuable to this job," Melissa says.

"Before I got my degree, I knew nothing about law, courts or legal issues. At MCC, I learned about the judicial system and how it works," Melissa says. "Now, I prosecute welfare fraud cases in court."

Melissa says she spends the majority of her day investigating cases so they can be prosecuted. "In my criminal justice classes, I learned most of the investigative techniques I use now."

Melissa says she feels she is performing a good service to the citizens of Montgomery County. "There is a lot of fraud out there. I help see that welfare goes to those who really need it."

# Spotlight On Criminal Justice Technology

Perhaps one of the first questions a community college student asks about a particular program of study is, "What kind of job can I get when I graduate?" MCC's Criminal Justice Technology program is a versatile curriculum that can lay the groundwork for a number of careers.

For example, graduates of MCC's program have gone on to work as fraud investigators, probation / parole officers, correctional officers, loss prevention specialists, legal assistants and at-risk specialists.

A degree in Criminal Justice Technology opens doors to many professions because of the nature and scope of the subjects in the curriculum. For example, criminal justice students explore criminology, terrorism, interviewing and interrogation, criminal law, court procedures and evidence, ethics, community relations, civil liability, counseling, constitutional law, victimology, juvenile justice and crisis intervention. Study focuses on local, state, and federal law enforcement; judicial processes; corrections; security services; and the criminal justice system's role within society.

Not only is the curriculum cutting-edge, so is the method of instruction. Students can earn a degree in criminal justice entirely online. MCC's instructors are involved in every step of the process and are fully engaged in advancing online students through the program. Students feel connected and part of an on-line community while interacting with each other in their courses. MCC's top-notch Distance Education department provides a high level of support to all online programs.

Students also have the option of taking courses in the classroom or taking hybrid courses which combine online and classroom study.

Students may enhance their education and expand their outreach by becoming members of the Criminal Justice Club, a voluntary campus organization open to students, faculty and staff at MCC. The club promotes the criminal justice profession in the community, participates in fundraisers and outreach activities and creates networking opportunities for members to learn about people and agencies that play vital roles in the criminal justice field.

The Criminal Justice program is an excellent choice for students who desire to learn about criminal justice systems and operations to prepare them for employment in a variety of law enforcement, corrections or security fields.

Robert Lawing, Lead Instructor BLET
B.A., Belmont-Abbey College
6 years teaching experience
10 years experience in law enforcement
NCCJETC Certified
Sworn Police Reserve Officer

Dawn Braswell, Lead Instructor
Department Chair, Health and Public Services
M.S., North Carolina A & T
B.S., University of North Carolina – Charlotte
Criminal Justice instructor since 1996
8 years experience in juvenile justice
NCCJETC Certified

# Frankie Owens, MCC Criminal Justice Graduate

Frankie Owens, better known as "Hawk" to people who know him, was a commercial painting contractor for over 25 years before he enrolled in the Criminal Justice program at Montgomery Community College.

Owens actually began his career right out of high school, painting water towers. "You could get $3.75 an hour to paint or $4 if you'd climb the tanks. I climbed the tank the first day and got a raise," Owens says.

Owens' approach to those towers is an illustration of his approach to education. Once he made up his mind to come back to school, he pushed himself to accomplish his goal.

"I was still doing contract painting in Sanford when I enrolled in the Criminal Justice program at MCC in 2003," Owens says. "I went to school at night and on Saturdays, and took classes online."

Owens says the flexibility of the Criminal Justice program at MCC is something he appreciated. He was able to continue full-time employment and take the classes he needed. Since Owens has graduated, the entire program has been placed online. Students can now obtain a two-year Associate in Applied Science Degree in Criminal Justice Technology without having to step foot in a classroom.

Owens started the program with the goal of becoming a parole officer, but decided to enroll in the Basic Law Enforcement Training (BLET) program while finishing up his two-year degree, and go into law enforcement instead.

With his "climb the tank" mentality, Owens continued to hold down a job and work on his degree when he enrolled in BLET in the fall of 2004. At the same time, Owens began a second job working as a Montgomery County jailor. The Montgomery County Sheriff's Office and town police departments sponsor many of their employees in the BLET program. As a jailor, the Sheriff's Office sponsored Owens, paying his tuition and fees.

The training was not easy, Owens says. "The instructors did everything they could to train us physically and mentally to pass the State exam. We had three nights a week of physical training – running, sit-ups, jumping jacks – basically getting us in condition. The instructors told us what we should look forward to. They were very straightforward to make sure this was something we really wanted to get into."

Owens passed his State exam and graduated with his BLET certificate and his AAS in Criminal Justice in May, 2004. Since then, he has obtained a position as deputy sheriff for the Montgomery County Sheriff's Office where he serves arrest warrants, subpoenas, criminal summons and magistrate summons.

Owens says his classes at MCC have helped him in his job. "I learned the basics with BLET. The criminal justice classes helped me get a better understanding of what I do. They were more in-depth," Owens says.

This coming spring, Owens plans to attend Western Carolina University to pursue his Bachelor of Science degree in criminal justice.

# Spring 2006 Schedule of Classes

| Course # | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|
| *EDU 221 | 50 | Children with Exceptional | 3 | 3 | TH | 06:00-08:40P |
| EDU 235 | 90 | School-Age Dev | 2 | 2 | S | 08:00-11:50A |
| | | 8 week course; begins March 17 | | | | |
| *EDU 259 | 01C | Curriculum Planning | 3 | 3 | F | 08:30-10:20A |
| *EDU 262 | 01 | Early Childhood Admin II | 3 | 3 | TH | 03:30-06:10P |
| EDU 280 | 01 | Language & Literacy | 3 | 3 | MW | 09:00-10:15A |
| EDU 280 | 50C | Language & Literacy | 3 | 3 | W | 05:00-06:40P |
| EDU 282 | 01 | Early Childhood Literature | 3 | 3 | MWF | 10:30-11:20A |
| ELC 113 | 01 | Basic Wiring I | 4 | 8 | TTH | 08:00-11:50A |
| ELC 113 | 50 | Basic Wiring I | 4 | 8 | TTH | 06:00-09:50P |
| *ELC 117 | 01 | Motors and Controls | 4 | 8 | TTH | 01:00-04:50P |
| ELC 119 | 50 | NEC Calculation | 2 | 3 | MW | 05:30-06:55P |
| ELC 128 | 50 | Intro to PLC | 3 | 5 | MW | 07:30-09:45P |
| *ELC 229 | 01 | Applications Project | 2 | 4 | F | 09:00-12:50A |
| *ELN 131 | 01 | Electronic Devices | 4 | 6 | WF | 01:30-04:15P |
| *ELN 131 | 50 | Electronic Devices | 4 | 6 | MW | 07:10-09:45P |
| *ELN 229 | 01 | Industrial Electronics | 4 | 6 | MW | 09:00-11:50A |
| *ELN 275 | 01 | Troubleshooting | 2 | 3 | M | 01:15-04:10P |
| *EMS 120 | 01 | Intermediate Interventions | 3 | 5 | MW | 09:00-11:15A |
| *EMS 121 | 01 | EMS Clinical Practicum I | 2 | 6 | F | 08:00-01:50A |
| *EMS 130 | 01 | Pharmacology I | 2 | 4 | W | 01:00-04:30P |
| *EMS 131 | 01 | Adv Airway Management | 2 | 3 | M | 01:00-03:50P |
| EMS 140 | 90 | Rescue Scene Management | 2 | 4 | S | 09:00-12:50A |
| *EMS 210 | 01 | Adv. Patient Assessment | 2 | 4 | TH | 08:30-12:20A |
| *EMS 241 | 01 | EMS Clinical Practicum IV | 3 | 9 | F | 08:00-05:50A |
| *EMS 260 | 01C | Advanced Trauma | 2 | 4 | T | 01:00-03:50P |
| *EMS 270 | 01C | Life Span Emergencies | 3 | 4 | TH | 02:00-03:50P |
| *EMS 285 | 01C | EMS Capstone | 2 | 4 | T | 09:00-11:50A |
| *ENG 070 | 01 | Basic Language Skills | 3 | 4 | MW | 10:00-11:50A |
| *ENG 080 | 01C | Writing Foundations | 4 | 5 | MW | 01:45-03:30P |
| *ENG 080 | 50C | Writing Foundations | 4 | 5 | TTH | 05:00-06:45P |
| *ENG 090 | 01 | Composition Strategies | 3 | 3 | MW | 01:45-03:00P |
| *ENG 090 | 50 | Composition Strategies | 3 | 3 | TTH | 05:00-06:30P |
| *ENG 102 | 01 | Applied Communications II | 3 | 3 | MW | 11:00-12:15A |
| *ENG 111 | 01 | Expository Writing | 3 | 3 | TTH | 11:00-12:15A |
| *ENG 111 | 01C | Expository Writing | 3 | 3 | TBA | TBA |
| *ENG 111 | 50 | Expository Writing | 3 | 3 | TTH | 05:30-06:45P |
| *ENG 112 | 01 | Argument-Based Research | 3 | 3 | MW | 01:45-03:00P |
| *ENG 112 | 50 | Argument-Based Research | 3 | 3 | MW | 07:00-08:15P |
| *ENG 113 | 01 | Literature-Based Research | 3 | 3 | TTH | 01:45-03:00P |
| *ENG 114 | 01 | Prof Research & Reporting | 3 | 3 | MWF | 08:00-08:50A |
| *ENG 114 | 01C | Prof Research & Reporting | 3 | 3 | TBA | TBA |
| *ENG 114 | 02 | Prof Research & Reporting | 3 | 3 | MW | 01:45-03:00P |
| *ENG 114 | 50 | Prof Research & Reporting | 3 | 3 | MW | 05:30-06:45P |
| *ENG 231 | 01 | American Literature | 3 | 3 | TTH | 03:15-04:30P |

*Prerequisite course required. It is the responsibility of the student to fulfill all prerequisites for a class prior to registration. The college reserves the right to withdraw students from any class for which they have not completed all prerequisite courses.

## New! Certificate in Corrections

*For individuals interested in a career in corrections.*

**Classes are designed to meet the specific needs of the correctional officer.**

LEARN

- Components and processes of the criminal justice system
- Techniques employed in interviews and interrogation
- Acceptable standards of criminal justice organizations and professionals
- Alternatives to incarceration and post-incarceration
- Critical incident intervention and management

***For information call 910-576-6222, ext. 310.***

# For information call 910-576-6222, ext. 240

| Course # | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|
| FOR 123 | 01 | Forest Botany | 3 | 5 | MW | 03:15-04:45P |
| | | | | | F | 11:00-12:40A |
| FOR 151 | 01 | Forest Equip Operation | 3 | 7 | TTH | 08:25-11:50A |
| FOR 175 | 01 | Wildlife/Environment Studies | 3 | 5 | TTH | 11:00-01:25P |
| FOR 215 | 01 | Intro to GIS/GP | 3 | 5 | MW | 10:40-01:00P |
| *FOR 232 | 01 | Forest Mensuration | 4 | 8 | MW | 09:00-12:50A |
| FOR 245 | 01 | Forest Pesticide | 3 | 5 | MW | 01:30-03:50P |
| *FOR 271 | 01 | Forest Management | 3 | 5 | TTH | 08:00-10:25A |
| FOR 282 | 01 | Forest Recreation | 3 | 5 | MW | 08:00-10:20A |
| *FRE 112 | 01 | Elementary French | 3 | 3 | TTH | 03:15-04:30P |
| GSM 123 | 01 | Basic Stockmaking | 6 | 14 | W | 09:00-04:50A |
| | | | | | TH | 08:00-02:50A |
| GSM 125 | 01 | Barrel Fitting/Alteration | 6 | 12 | M | 09:00-02:50A |
| | | | | | T | 08:00-02:50A |
| GSM 223 | 90 | Rifle Stockmaking | 6 | 14 | F | 05:00-09:50P |
| | | | | | S | 08:00-04:50A |
| GSM 227 | 01 | Adv Repair Tech | 6 | 14 | M | 08:00-03:50A |
| | | | | | T | 08:00-02:50A |
| GSM 235 | 01 | Current Gunsmithing | 6 | 14 | W | 08:00-03:50A |
| | | | | | TH | 08:00-02:50A |
| HIS 122 | 01 | Western Civilization | 3 | 3 | MWF | 11:00-11:50A |
| HIS 122 | 50 | Western Civilization | 3 | 3 | TTH | 05:30-06:45P |
| HIS 132 | W1 | American History | 3 | 3 | TBA | TBA |
| HIS 236 | 01 | North Carolina History | 3 | 3 | TTH | 11:00-12:15A |
| HIS 236 | 50 | North Carolina History | 3 | 3 | TTH | 07:00-08:15P |
| HSE 112 | 01 | Group Process I | 2 | 3 | TTH | 09:30-10:45A |
| HSE 123 | 01 | Interviewing Techniques | 3 | 4 | TTH | 11:00-12:45A |
| HSE 210 | 01 | Human Services | 2 | 2 | MW | 10:00-10:50A |
| *HSE 260 | 01 | HSE Clinical Supervision II | 1 | 1 | F | 10:00-10:50A |
| HSE 264 | 01 | HSE Clinical Exp II | 4 | 12 | TBA | TBA |
| HUM 150 | W1 | American Womens | 3 | 3 | TBA | TBA |
| HYD 110 | 50 | Hydraulics/Pneu | 3 | 5 | T | 05:10-10:00P |
| *MAT 050 | LL | Basic Math Skill | 4 | 5 | TBA | TBA |
| *MAT 060 | LL | Essential Mathematics | 4 | 5 | TBA | TBA |
| *MAT 070 | 01 | Introductory Algebra | 4 | 5 | TTH | 12:30-02:45P |
| *MAT 070 | LL | Introductory Algebra | 4 | 5 | TBA | TBA |
| *MAT 080 | LL | Intermediate Algebra | 4 | 5 | TBA | TBA |
| *MAT 101 | 01 | Applied Mathematics | 3 | 4 | MW | 11:00-12:50P |
| *MAT 101 | TXY | Applied Mathematics | 3 | 4 | TBA | TBA |
| *MAT 120 | 01 | Geometry &Trigonometry | 3 | 4 | TTH | 03:15-05:05P |
| *MAT 121 | 01 | Algebra/Trigonometry | 3 | 4 | MW | 11:00-12:50A |
| *MAT 140 | 01 | Survey of Mathematics | 3 | 3 | TTH | 01:45-03:00P |
| *MAT 140 | 50 | Survey of Mathematics | 3 | 3 | TTH | 05:30-06:45P |
| *MAT 140 | W1 | Survey of Mathematics | 3 | 3 | TBA | TBA |
| *MAT 151 | 01 | Statistics I | 3 | 3 | MW | 03:15-04:30P |

**Section Key**
Day = 01-30 | Evening = 50-52 | Weekend = 90
Internet = W1 | Learning Lab = LL | Information Highway = H
Hybrid = C | Blended = B | Off-Campus work = E-F

**Heading Key**
Cr = Credit hours
Con = Contact hours

# Spring 2006 Schedule of Classes

| Course # | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|
| *MAT 151 | 01 | Statistics I | 3 | 3 | MW | 03:15-04:30P |
| MAT 271 | LL | Calculus I | 4 | 5 | TBA | TBA |
| MEC 111 | 50 | Machine Process | 3 | 5 | TH | 05:10-09:50P |
| *MED 122 | 01 | Medical Terminology I | 3 | 3 | MW | 11:45-01:00A |
| *MED 131 | 01 | Admin Office Procedures II | 2 | 3 | TH | 11:00-11:50A |
| | | | | | F | 09:00-10:50A |
| *MED 134 | 01 | Medical Transcription | 3 | 4 | THF | 01:00-02:50P |
| MED 140 | 01 | Exam Room Procedure | 5 | 7 | MW | 09:30-11:10A |
| | | | | | TTH | 09:20-10:35A |
| MED 260 | 01 | MED Clinical Externship | 5 | 15 | MWF | 08:00-12:00A |
| | | | | | MW | 02:00-03:15P |
| MED 262 | 01 | Clinical Perspectives | 1 | 1 | T | 12:50-01:40P |
| MUS 110 | W1 | Music Appreciation | 3 | 3 | TBA | TBA |
| MED 264 | 01 | Med Assisting Overview | 2 | 2 | T | 10:45-12:35A |
| *NET 126 | 50 | Routing Basics | 3 | 5 | MW | 07:30-09:50P |
| NOS 110 | 01 | Operating Systems | 3 | 5 | MW | 10:00-12:15A |
| NOS 110 | 50 | Operating Systems | 3 | 5 | TWTH | 05:30-07:10P |
| *NUR 102 | 01 | Practical Nursing | 2 | 20 | MW | 08:30-10:45A |
| | | | | | T | 08:30-11:20A |
| | | | | | THF | 06:30-12:20A |
| OST 131 | 01 | Keyboarding | 2 | 3 | MW | 01:00-02:15P |
| OST 131 | 01C | Keyboarding | 2 | 3 | TBA | TBA |
| OST 132 | W1 | Keyboard Skill | 2 | 3 | TBA | TBA |
| OST 134 | 01 | Text Entry and Formatting | 3 | 4 | TTH | 08:00-09:50A |
| OST 134 | 50 | Text Entry and Formatting | 3 | 4 | MW | 05:30-07:20P |
| *OST 135 | W1 | Adv Text Entry | 4 | 5 | TBA | TBA |
| OST 136 | 01 | Word Processing | 2 | 3 | TTH | 11:15-12:30A |
| OST 136 | W1 | Word Processing | 2 | 3 | TBA | TBA |
| | | 8 week course; ends March 5 | | | | |
| *OST 156 | 50 | Legal Office Procedures | 3 | 4 | TTH | 05:05-06:55P |
| *OST 236 | W1 | Adv Word/Information Proc | 3 | 4 | TBA | TBA |
| | | 8 week course; begins March 12 | | | | |
| *OST 251 | 50C | Legal Doc. Formatting | 3 | 4 | M | 05:05-06:55P |
| *OST 252 | 50C | Legal Transcription | 3 | 4 | W | 05:05-06:55P |
| OST 286 | 01 | Professional Development | 3 | 3 | MW | 10:00-11:15A |
| OST 286 | 01C | Professional Development | 3 | 3 | TBA | TBA |
| OST 286 | 50 | Professional Development | 3 | 3 | M | 05:30-08:20P |
| *OST 289 | 01 | Office Systems Mgmt | 3 | 4 | TTH | 01:00-02:50P |
| *OST 289 | 50 | Office Systems Mgmt | 3 | 4 | TTH | 07:30-09:20P |
| PCC 110B | 50 | Intro to Pottery | 3 | 7 | T | 05:00-08:50P |
| | | | | | TH | 05:00-07:50P |
| PCC 111 | 01 | Functional Pottery | 8 | 18 | MW | 08:00-03:45P |
| | | | | | T | 08:00-11:20A |
| PCC 111B | 01 | Functional Pottery | 3 | 7 | TH | 08:30-03:50P |
| PCC 111B | 50 | Functional Pottery | 3 | 7 | T | 06:00-08:50P |

*Prerequisite course required. It is the responsibility of the student to fulfill all prerequisites for a class prior to registration. The college reserves the right to withdraw students from any class for which they have not completed all prerequisite courses.

## New Taxidermy Schedule Tailored to Student Needs

In response to current and prospective students' needs, MCC's Taxidermy program will implement a condensed instructional schedule beginning Spring Semester 2007.

The new schedule will offer Taxidermy courses leading to a certificate in a three-day (M-W) format; students will attend class from 8:00 a.m. until 4:30 p.m. each day.

Several reasons impacted this new instructional strategy. Many students in the day Taxidermy program have major financial commitments, especially in the distance they commute to attend MCC.

The three-day schedule will reduce travel cost and will allow students an additional day to maintain part-time employment.

# For information call 910-576-6222, ext. 240

| Course # | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|
| | | | | | TH | 05:00-08:50P |
| PCC 118 | 01 | Clay: Special Study | 2 | 4 | F | 08:30-12:20A |
| PCC 132 | 01 | Glaze Formulation | 2 | 4 | F | 01:00-04:40P |
| *PCC 211 | 01 | Decorative Pottery | 8 | 18 | MW | 09:00-03:50P |
| | | | | | T | 09:00-02:50P |
| *PCC 211B | 01 | Decorative Pottery | 3 | 7 | TH | 09:30-04:50P |
| *PCI 264 | 01 | Process Control | 4 | 6 | MW | 04:30-07:15P |
| PED 121 | 01 | Walk, Jog, Run | 1 | 3 | MW | 04:00-05:15P |
| *PHI 240 | W1 | Introduction to Ethics | 3 | 3 | TBA | TBA |
| PHY 110 | 01 | Conceptual Physics | 3 | 3 | TTH | 08:00-09:15A |
| *PHY 110A | 01 | Conceptual Physics Lab | 1 | 2 | TTH | 09:30-10:20A |
| PSY 150 | 01 | General Psychology | 3 | 3 | TTH | 09:30-10:45A |
| PSY 150 | 02 | General Psychology | 3 | 3 | MW | 03:15-04:30P |
| PSY 150 | 50 | General Psychology | 3 | 3 | MW | 05:30-06:45P |
| PSY 150 | W1 | General Psychology | 3 | 3 | TBA | TBA |
| PSY 150 | W2 | General Psychology | 3 | 3 | TBA | TBA |
| *PSY 241 | 01 | Developmental Psychology | 3 | 3 | MWF | 09:00-09:50A |
| *PSY 241 | 02 | Developmental Psychology | 3 | 3 | TTH | 01:45-03:00P |
| *PSY 241 | W1 | Developmental Psychology | 3 | 3 | TBA | TBA |
| *RED 080 | 01C | Intro to College Reading | 4 | 5 | TTH | 09:30-11:30A |
| *RED 080 | LL | Intro to College Reading | 4 | 5 | TBA | TBA |
| *RED 090 | 01C | Improved College Reading | 4 | 5 | TTH | 09:30-11:30A |
| *RED 090 | W1 | Improved College Reading | 4 | 5 | TBA | TBA |
| REL 212 | 01 | Intro to New Testament | 3 | 3 | MWF | 10:00-10:50A |
| REL 212 | 50 | Intro to New Testament | 3 | 3 | TTH | 05:30-06:45P |
| REL 212 | W1 | Intro to New Testament | 3 | 3 | TBA | TBA |
| REL 212 | W2 | Intro to New Testament | 3 | 3 | TBA | TBA |
| REL 221 | 01 | Religion in America | 3 | 3 | TTH | 03:15-04:30P |
| SAB 210 | W1 | Sub Abuse Counseling | 3 | 4 | TBA | TBA |
| SEC 110 | 01 | Security Concepts | 3 | 3 | TTH | 11:00-12:15A |
| SOC 210 | 01H | Introduction to Sociology | 3 | 3 | TTH | 10:00-11:20A |
| SOC 213 | W1 | Sociology of the Family | 3 | 3 | TBA | TBA |
| SOC 213 | W2 | Sociology of the Family | 3 | 3 | TBA | TBA |
| SPA 112 | 01H | Elem Spanish II | 3 | 3 | MWF | 11:00-11:50A |

**WEEKEND COURSES**

| | | | | | | |
|---|---|---|---|---|---|---|
| EDU 235 | 90 | School-Age Dev<br>8 week begins March 17 | 2 | 2 | S | 08:00-11:50A |
| EMS 140 | 90 | Rescue Scene Management | 2 | 4 | S | 09:00-12:50A |
| GSM 223 | 90 | Rifle Stockmaking | 6 | 14 | F | 05:00-09:50P |

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

| | | | | | |
|---|---|---|---|---|---|
| **Section Key** | Day = 01-30<br>Internet = W1<br>Hybrid = C | Evening = 50-52<br>Learning Lab = LL<br>Blended = B | Weekend = 90<br>Information Highway = H<br>Off-Campus work = E-F | **Heading Key** | Cr = Credit hours<br>Con = Contact hours |

**New Taxidermy Schedule** (con't.)

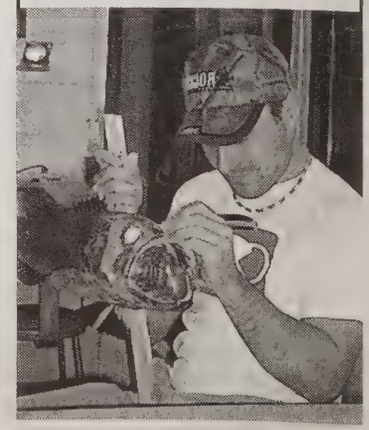
The extended hours on campus over three days will also enhance the learning process for the students.

Many of the taxidermy skills require more time per day than the current shorter schedule allows. Longer days will also help eliminate the possible loss of project specimens since students will have more time to complete daily projects.

If you were one of those who said that you could make a three-day instructional week, you no longer have an excuse. It's available!

Come gain the skills you need to retire on or to start a new life. Give us a call for more information on this exciting new opportunity to learn the art of taxidermy.

For more information contact Billy Adams at 910-576-6222, ext. 228.



# Spring 2006 Schedule of Classes

## Distance Learning

MCC offers several different types of distance learning opportunities for students. These include North Carolina Information Highway (NCIH), Internet/online, and Hybrid classes.

**NORTH CAROLINA INFORMATION HIGHWAY (NCIH)** classes are live interactive broadcast courses delivered to and accepted from a variety of sites including other community colleges, universities, and correctional facilities.

**INTERNET/ONLINE** courses allow the student to complete virtually all of their coursework from a personal computer. Students may use their own computer at home or one in the computer labs available on the MCC campus. Visit our website at www.montgomery.edu for more information concerning course descriptions and hardware and software requirements.

**HYBRID** courses bring together traditional classroom learning and technology. Students actually utilize both technology and traditional classroom attendance to meet the course requirements.

Orientation sessions for online and hybrid courses are highly recommended and are offered on site or online. Call the Distance Learning Office at 910-576-6222, extension 217 for more information

**INFORMATION HIGHWAY COURSES**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ANT | 220 | 01H | Cultural Anthropology | 3 | 3 | MWF | 12:00-12:50P |
| ART | 111 | 01H | Art Appreciation | 3 | 3 | MWF | 08:00-08:50A |
| BUS | 115 | 01H | Business Law I | 3 | 3 | TTH | 08:00-09:15A |
| ECO | 252 | 01H | Prin of Macroeconomics | 3 | 3 | MW | 01:00-02:15P |
| SOC | 210 | 01H | Introduction to Sociology | 3 | 3 | TTH | 10:00-11:20A |
| SPA | 112 | 01H | Elementary Spanish | 3 | 3 | MWF | 11:00-11:50A |

**INTERNET / ONLINE COURSES**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ACA | 111 | W1 | College Student | 1 | 1 | TBA | TBA |
| | | | 8 week course end March 5 | | | | |
| BUS | 115 | W1 | Business Law I | 3 | 3 | TBA | TBA |
| BUS | 121 | W1 | Business Math | 3 | 4 | TBA | TBA |
| *BUS | 225 | W1 | Business Finance | 3 | 4 | TBA | TBA |
| *BUS | 260 | W1 | Business Communications | 3 | 3 | TBA | TBA |
| CIS | 111 | W1 | Basic PC Literacy | 2 | 3 | TBA | TBA |
| CIS | 111 | W2 | Basic PC Literacy | 2 | 3 | TBA | TBA |
| CJC | 120 | W1 | Interviews/Interrogations | 2 | 3 | TBA | TBA |
| CJC | 121 | W1 | Law Enforcement | 3 | 3 | TBA | TBA |
| CJC | 131 | W1 | Criminal Law | 3 | 3 | TBA | TBA |
| CJC | 132 | W1 | Court Procedure | 3 | 3 | TBA | TBA |
| *CTS | 130 | W1 | Spreadsheet | 3 | 4 | TBA | TBA |
| ECO | 252 | W1 | Prin of Macroeconomics | 3 | 3 | TBA | TBA |

*Prerequisite course required. It is the responsibility of the student to fulfill all prerequisites for a class prior to registration. The college reserves the right to withdraw students from any class for which they have not completed all prerequisite courses.

# For information call 910-576-6222, ext. 240

| Course # | | Section | Title | Cr | Con | Days | Times |
|---|---|---|---|---|---|---|---|
| HIS | 132 | W1 | American History | 3 | 3 | TBA | TBA |
| HUM | 150 | W1 | American Womens | 3 | 3 | TBA | TBA |
| *MAT | 140 | W1 | Survey of Mathematics | 3 | 3 | TBA | TBA |
| OST | 132 | W1 | Keyboard Skill | 2 | 3 | TBA | TBA |
| *OST | 135 | W1 | Adv Text Entry | 4 | 5 | TBA | TBA |
| OST | 136 | W1 | Word Processing<br>8 weeks course ends March 5 | 2 | 3 | TBA | TBA |
| *OST | 236 | W1 | Adv Word/Information Proc<br>8 weeks begins March 12 | 3 | 4 | TBA | TBA |
| *PHI | 240 | W1 | Introduction to Ethics | 3 | 3 | TBA | TBA |
| PSY | 150 | W1 | General Psychology | 3 | 3 | TBA | TBA |
| PSY | 150 | W2 | General Psychology | 3 | 3 | TBA | TBA |
| *PSY | 241 | W1 | Developmental Psychology | 3 | 3 | TBA | TBA |
| *RED | 090 | W1 | Improved College Reading | 4 | 5 | TBA | TBA |
| REL | 212 | W1 | Intro to New Testament | 3 | 3 | TBA | TBA |
| REL | 212 | W2 | Intro to New Testament | 3 | 3 | TBA | TBA |
| SAB | 210 | W1 | Sub Abuse Counseling | 3 | 4 | TBA | TBA |
| SOC | 213 | W1 | Sociology of the Family | 3 | 3 | TBA | TBA |
| SOC | 213 | W2 | Sociology of the Family | 3 | 3 | TBA | TBA |

**HYBRID COURSES**
**(COURSES REQUIRE CLASSROOM AND ONLINE PARTICIPATION)**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| *ACC | 121 | 01C | Prin of Managerial Accounting | 4 | 5 | TBA | TBA |
| *BIO | 166 | 50C | Anatomy & Physiology | 4 | 6 | T | 07:00-09:50P |
| CJC | 120 | 09C | Interviews/Interrogations | 2 | 3 | TBA | TBA |
| EDU | 153 | 01C | Health, Safety & Nutrition | 3 | 3 | TH | 11:00-12:20A |
| *EDU | 259 | 01C | Curriculum Planning | 3 | 3 | F | 08:30-10:20A |
| EDU | 280 | 50C | Language & Literacy | 3 | 3 | W | 05:00-06:40P |
| *EMS | 260 | 01C | Advanced Trauma | 2 | 4 | T | 01:00-03:50P |
| *EMS | 270 | 01C | Life Span Emergencies | 3 | 4 | TH | 02:00-03:50P |
| *EMS | 285 | 01C | EMS Capstone | 2 | 4 | T | 09:00-11:50A |
| *ENG | 80 | 01C | Writing Foundations | 4 | 5 | MW | 01:45-03:30P |
| *ENG | 80 | 50C | Writing Foundations | 4 | 5 | TTH | 05:00-06:45P |
| *ENG | 111 | 01C | Expository Writing | 3 | 3 | TBA | TBA |
| *ENG | 114 | 01C | Prof Research & Reporting | 3 | 3 | TBA | TBA |
| OST | 131 | 01C | Keyboarding | 2 | 3 | TBA | TBA |
| *OST | 251 | 50C | Legal Doc. Formatting | 3 | 4 | M | 05:05-06:55P |
| *OST | 252 | 50C | Legal Transcription | 3 | 4 | W | 05:05-06:55P |
| OST | 286 | 01C | Professional Development | 3 | 3 | TBA | TBA |
| *RED | 080 | 01C | Intro to College Reading | 4 | 5 | TTH | 09:30-11:30A |
| *RED | 090 | 01C | Improved College Reading | 4 | 5 | TTH | 09:30-11:30A |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Section Key** | Day = 01-30<br>Internet = W1<br>Hybrid = C | Evening = 50-52<br>Learning Lab = LL<br>Blended = B | Weekend = 90<br>Information Highway = H<br>Off-Campus work = E-F | **Heading Key** | Cr = Credit hours<br>Con = Contact hours | |

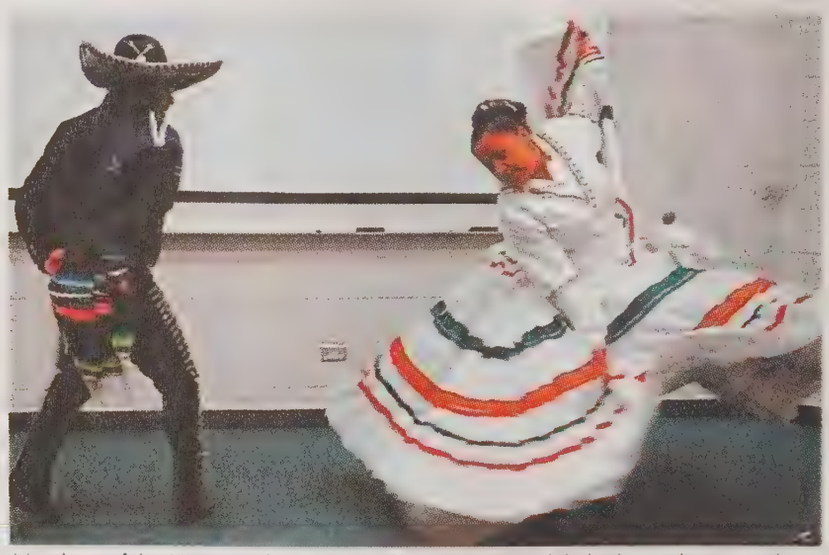
# MCC OBSERVER

Practical Nursing students don't always look this way - only on Halloween!

MONTGOMERY
YOUR RESOURCE FOR SUCCESS
1967
COMMUNITY COLLEGE

Members of the band BWC collect first prize for their performance at MCC Foundation's Showcase for Scholarships. Pictured (L-R) master of ceremonies Russell Strong, Walker Harrison, Showcase judge Butch Jenkins, Boone McAulay, Cameron McAulay and Alex Harrison.

A delegation of community college administrators from Scotland visited MCC this fall. One of the members is absorbed by a taxidermy specimen.



Members of the Hispanic dance group Grupo Immaus delight the audience as they perform traditional dances for a Hispanic Heritage Month celebration at MCC.

The Human Services Club sponsor a canned food drive for the East Montgomery Food Pantry. Pictured are (L-R) Kia Yang, Lorraine Diab, Latoya Tillman, Cordelia McBride, Jennifer Clausell, Kimberly Dunn, Amanda Covington and Rita Collins.

Priceless is the only way to describe Ajaya Price as she joins MCC Child Development Center children riding their trikes to raise funds for St. Jude's Children's Hospital.

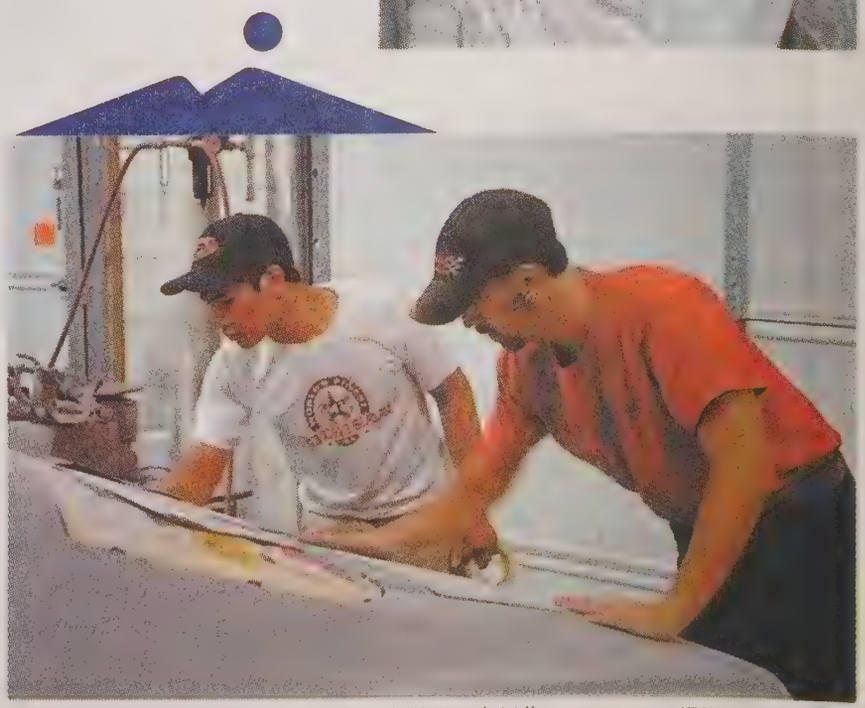
Phi Theta Kappa honor society members present their past advisor, Mary Chesson, with an honorary PTK membership and award plaque. From left, PTK President, Boone Berlin; Mary Chesson; PTK member, Mary Parsons; PTK Treasurer, Alah Daywalt; and current PTK Advisor, Robert Nelson.

Criminal Justice students re-enact a crime scene investigation.

Practical Nursing instructor, Debbie Morton, helps students practice administering injections on an unsuspecting mannekin.

Holly Ann Shue looks every bit the fairy princess as the MCC Child Development Center children dress up for Halloween trick-or-treat.

MCC Student Ambassadors for 2006 - 2007 are (L - R) Boone Berlin, Gunsmithing student; Anna Potts, Medical Assisting student; and Matt Wolfe, Forestry student.



Autobody students (L) Kittack Mady and (R) Derek Mills are taping a '71 Camaro in preparation for priming.

# Continuing Education and Community Services

## Frequently Asked Questions

**How old do I have to be before I can take a "Continuing Education" class?**
Anyone 18 years of age or older who is not currently enrolled in public school is eligible to attend Adult Continuing Education Classes. Persons 16-18 years old may enroll if they obtain a special form letter from the Continuing Education department and have it signed by the principal of their high school.

**How do I register?**
Start by calling the Continuing Education department at 910-576-6222, extension 256. If you have a credit card, you may register over the telephone. If not, you may either request a registration form or print one from our Website at www.montgomery.edu/ceregistration.pdf and mail the form with your payment. Or, come to the Continuing Education Office in person to register. Payment is made at the time of registration. Advanced registration is required for all Continuing Education classes due to space limitations. If enrollment is not sufficient, the class will be canceled by the college at the registration deadline and fees will be reimbursed by the college. North Carolina citizens aged 65 or older are eligible for registration fee waivers (other fees are not applicable to fee waiver) except in the case of self-supporting courses. (See below.)

**What does the "(SS)" mean next to a course title?**
"(SS)" stands for "Self-Supporting." Self-supporting courses are offered by the college at the request of the community. Registration fees vary depending upon the number of students enrolled. There are no fee exemptions allowed for self-supporting courses except in the case of course cancellation by the College.

**How much does it cost to take a class?**
The registration fees for classes vary depending on the number of class hours. Some classes require textbooks, materials, lab fees or insurance. Fixed costs will be listed under "Fees" below each class. Where a textbook or other supplies are needed, every effort is made to announce this in the class description. Because supply needs are highly variable, they may not be listed for every class.

**What if I have to drop out of a class?**
Students are eligible for a 100% refund if they withdraw from a class before the class begins, or if the class is canceled by the college. Students who withdraw after the class begins but before the "10%" point (before 10% of the total number of class hours have been taught) may receive a 75% refund upon request. No refunds are permitted for (SS) Self-Supporting classes except if canceled by the college.

**May I take a class more than once?**
Students may repeat any course at the regular registration fee. Students may take Occupational courses once at the regular registration fee; however, fees for additional repeats will be assessed for the full amount of the per student cost for the class. Ask a Continuing Education representative for more information about repeating Occupational courses.

**Can I earn college credit for taking a class through Continuing Education?**
Continuing Education courses do not earn credit toward a degree; however, the C.E.U. serves as a unit to recognize an individual's participation in noncredit activities that meet the appropriate criteria. Ask a Continuing Education representative for more information about C.E.U.s.

For information call 910-576-6222, ext. 256

# Occupational Training

Studies show that workers today will make several job changes during the course of their working career. Whether a job change takes place or new skills are added to a current job description, training is a crucial element in remaining competitive in the job market. Montgomery Community College's Continuing Education Division can provide training designed to help you:

*Upgrade occupational skills* *Obtain or maintain certification* *Develop new skills*

**Human Resource Development**
The mission of the Human Resource Development (HRD) program is to educate and train individuals for success in the workplace. Students will work on KeyTrain® software and learn how to write a resume and search for a job. Students will work toward a Career Ready Certificate, recognized in North Carolina as well as many other states. Students may enroll at any time during the semester.
Instructor: Ward
Date: January 8 – March 14, with open enrollment
Time: M/T/W/TH, 1:00 PM – 4:00 PM (No class 1/15)
Fees: $65 (or free if you meet HRD State income requirements), Room 143

**Non-Structural Autobody Dent & Fender Repair**
This is a hands-on class that will introduce students to the terminology and equipment of autobody repair. Learn to refinish and make minor repairs to vehicles that have non-structural damage. Students will work on small dents and minor repairs on used parts. They will learn the various types of sandpaper and techniques in using wet and dry papers. Students will start the paint process and see demonstrations in the paint area and mixing of various paints. They will be allowed to bring their personal vehicles to class for work on minor body repairs. The instructor is bilingual and the class is open to both English- and Spanish-speaking students.
Instructor: Hernandez (No class 4/2 or 4/3)
Date: January 16 – May 8
Time: M/T, 5:00 PM – 10:00 PM
Fees: $65, $20 lab fee, $1.25 insurance, Room 172

**Basic Conversational Spanish**
This course is designed to help those who know little or no Spanish. The course will prepare students to have conversation with Spanish-speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects and basic conversations. A textbook is required.
Instructor: TBA
Date: January 17 – May 2 (No class 4/2 or 4/4)
Time: M/W, 6:00 PM – 7:30 PM
Fees: $60, Room 157

**Administrative Professional Assistant Series**
This series of courses provides entry-level training for persons wanting to begin work in an office setting. Modules include Keyboarding/Typing, Microsoft Word and Microsoft Excel. You may register for each module individually; however, the cost for all three classes is only $65.00 if you register for the complete series at once. This is a tuition savings of $110!
Instructor: Roatch
Date: January 17 – May 9 (No class 4/2 or 4/4)
Time: M/W, 9:00 AM – 12:00 PM (for all classes in this series)
Fees: $65 plus $5 lab fee if registered for entire series, Room 143

**Module 1 Keyboarding/Typing**
This course is designed for students with little or no typing skills. Learn your way around the computer keyboard. Students must purchase textbook and floppy disk.
Individual cost: $55 plus $5 lab fee
Dates: January 22 – February 21

**Module 2 Microsoft Word**
Learn to format documents to create professional business letters, memoranda, resumes, fliers, etc. Learn how to print specialized documents such as envelopes and mailing labels. Students must purchase textbook and floppy disk.
Individual cost: $55 plus $5 lab fee
Dates: February 26 – March 28

**Module 3 Microsoft Excel**
Learn to create spreadsheets for any number of business or personal needs. Use this versatile tool to create budgets, sales reports, balance sheets, expense reports, invoices, time cards and other documents. Students must purchase textbook and floppy disk.
Individual cost: $55 plus $5 lab fee
Dates: April 9 – May 9

Persons may register for any of the above modules individually. Please contact the Continuing Education Office for more information.

# Business & Industry Training

## Specialty programs contribute to a more qualified and knowledgeable workforce!

We can help your company be as effective and productive as possible through our quality education and training. MCC can provide the training necessary for development opportunities for businesses, agencies, and industries in Montgomery County that can be specifically designed for your company.

Specialty programs can include:

- Single courses or a customized series of courses
- Courses that vary in length according to the complexity of skills and your needs as an employer
- On-site or off-site training
- Technical training such as welding, electrical, hydraulics, and pneumatics
- Professional development training for supervisors and managers
- Computer training ranging from basic to advanced applications
- Certification/licensing programs

### New & Expanding Industry Training

Is your company planning to expand? Your company is eligible for customized or specialty-trained assistance if you are planning to add at least 12 or more jobs to your workforce in a 12-month period.

MCC can provide a systematic needs analysis to develop training objectives that are linked to your company's key strategic and operational goals.

This specialty workforce training program has helped build success for North Carolina companies and contributes to the multiple rankings that list NC's business climate as one of the best in the nation.

### Focused Industrial Training

Do your employees need specialty training to maintain that competitive edge? Focused Industrial Training uses individualized needs assessments and consultations to design and implement targeted, customized training for incumbent workers whose jobs are changing because of technological or process advances. We partner with an array of world-class training providers to offer a wide spectrum of training services.

The Focused Industrial Training Program can:

- Assess your training needs on request
- Train your employees on new processes, procedures, and technologies
- Accommodate the needs of small groups of employees
- Hold training on campus sites with open enrollment, or individually customize a program to meet your company's needs
- Provide flexible scheduling for many topics, including:
  - Lean Manufacturing
  - Six Sigma
  - Project management
  - Statistical process control
  - Hydraulics
  - Pneumatics
  - Electronics
  - Preventive maintenance
  - Troubleshooting

### Customized Industry Training

The Customized Industry Training (CIT) Program can assist business and industry to remain productive, profitable and located within the state. The CIT Program provides the flexibility to meet the retraining needs for existing business organizations in North Carolina's communities.

This program will augment the services of the New and Expanding Industry Training and Focused Industrial Training Programs when their current guidelines do not apply. Allocations are made on a case-by-case basis at the discretion of the NCCCS President with the recommendation of the Vice President of Economic and Workforce Development. The application procedure is in accordance with the intent and purpose of the legislation and budgetary support.

***Call today to learn more about how specialty business and industry training programs at Montgomery Community College can assist with your company's training needs.***

**Contact Gary Saunders at 910-576-6222, extension 255.**

For information call 910-576-6222, ext. 256

# Occupational Training

### Stick & MIG Welding

This course teaches the beginning welder or the welder who wants to improve his or her skills to become certified as a stick or MIG welder. Group and one-on-one instruction will be given as needed. Class space is limited. Welding hood, gloves and safety clothing are required. The instructor is a certified welder.

Instructor: Cesaro
Date: January 22 – April 25 (No class 4/2 or 4/4)
Time: M/W, 6:00 PM – 10:00 PM
Fees: $65, $20 lab fee, $1.25 insurance, hood and gloves required, Room 171

### TIG Welding

This course takes beginning welders or welders who want to improve their skills to the point at which they can become certified as TIG welders. This class is for the beginner or experienced welder. Group and one-on-one instruction will be given as needed. Class space is limited. Welding hood, gloves and safety clothing are required. The instructor is a certified welder, certified welding instructor and certified welding inspector.

Instructor: Owens
Date: January 23 – April 26 (No class 4/3/or 4/5)
Time: T/TH, 6:00 PM – 10:00 PM
Fees: $65, $20 lab fee, $1.25 insurance, hood and gloves required, Room 171

### Basic Small Engine Repair

Learn to repair engines under 12 HP, single cylinder small engines, in a hands-on open lab and lecture format. Learn troubleshooting, diagnosis and repair of malfunction on lawn mowers, garden tillers, chain saws and other gas engines. Special emphasis will be placed on the proper use of special tools and equipment. The class will be held in Biscoe at the Lazerwood plant.

Instructor: Glover
Date: January 25 – March 29
Time: TH, 6:00 PM – 9:00 PM
Fees: $55, $1.25 insurance, tools and supplies required, Laserwood plant in Biscoe

### HVAC Maintenance

Students will learn detailed field maintenance procedures including installation, repair, and routing maintenance technologies used in the day-to-day HVAC industry. Students will participate in hands-on training. A textbook is required.

Instructor: TBA
Date: January 27 – May 12 (No class 4/7)
Time: S, 8:00 AM – 1:00 PM
Fees: $60, $1.25 insurance, Building 500

### AutoCAD

Students will learn the basic file operations of saving, opening, importing, exporting, title blocks, scaling, shapes, objects, dimensioning, hidden lines, center lines, etc. Use layers and views, create multi-view drawings and learn maneuvering within AutoCAD.

Instructor: Jarrell
Date: February 5 – April 30
Time: M/W, 6:00 PM – 8:00 PM
Fees: $60, plus $5 lab fee, Room TBA

### Effective Teacher Training

Effective Teacher Training is a course that provides an understanding of a variety of theories of learning and educational psychology, as well as methods, strategies, practices, assessments and evaluation practices for effective teaching and learning in the classroom. The class is designed for new teachers, substitute teachers and teacher assistants who wish to enhance their instructional skills as well as gain knowledge of policies and legal issues affecting teachers in the public schools. Students will earn 3.3 CEUs.

Instructor: Johnston
Date: February 5 – April 30
Time: M, 5:00 PM - 8:00 PM
Fees: $60, Room 225

# Continuing Education Schedule

## Occupational Training

**Introduction to Masonry (Bricklaying)**
This is a hands-on class that introduces the student to the processes of proper preparation, mixture and placement of mortar and laying brick. Students also learn the tools and terminology of the trade.

Instructor: Moody
Date: February 6 – May 10 (No class 4/3 or 4/5)
Days: T/TH, 6:00 PM – 9:00 PM
Fees: $60, $20 lab fee, $1.25 insurance, Lazerwood plant in Biscoe
Instructor: Moody
Date: February 5 – May 9 (No class 4/4 or 4/5)
Days: M/W, 6:00 PM – 9:00 PM
Fees: $60, $20 lab fee, $1.25 insurance, old McRae Printing plant in Mt. Gilead

## Computer Training

**Introduction to Computers for Seniors**
An introduction to the personal computer designed for any person who has little or no experience using one. Students will learn terms, hardware and software operation, computer keyboarding and working in a Microsoft Windows environment. Word processing, spreadsheet, Internet and e-mail will be reviewed. Free except for lab fee to NC citizens 65 and over.

Instructor: Roatch
Date: January 9 – February 8
Time: T/TH, 9:00 AM – 12:00 PM
Fees: $45, plus $5 lab fee, Room 143

**QuickBooks**
Learn the basics of QuickBooks. Students will learn to set up a business in QuickBooks. They will learn to manage basic accounting tasks such as general ledger, payroll, accounts receivable, accounts payable and bank reconciliations. They will also learn to set up and print different user-defined reports.

Instructor: Roatch
Date: January 16 – February 15
Time: T/TH, 6:30 PM - 9:30 PM
Fees: $55 plus $5 lab fee, Room TBA

**Personal Income Tax**
This course will give the student working knowledge of personal tax return preparation. Learn to analyze and handle aspects of personal income tax including capital gains and losses, partnerships (establishment and operation), sale of personal residence and self-employment. The student will receive instruction in TurboTax online. Students will be responsible for their own taxes and for purchasing their own software.

Instructor: Epps
Date: January 16 – February 15
Time: T/TH, 6:30 PM - 9:30 PM
Fees: $55 plus $5 lab fee, Room TBA

**Computer Repair, Upgrade and A+ Hardware Prep**
This course is a hands-on approach to installing, upgrading, and maintaining IBM and IBM compatible computers. The course will explore basic hardware trouble shooting, repair and upgrade on the personal computer. Upon successful completion the student should be able to identify and define the various components of a microcomputer system; operate the test equipment necessary for troubleshooting; locate and correct defective components; and perform preventive maintenance and alignment procedures. Students may bring their home computers for repairs and upgrades.

Instructor: Roatch
Date: January 22 – May 2
Time: M/W, 6:00 PM - TBA
Fees: TBA, Room TBA

**Digital Photography**
This course introduces students to the world of digital photography. It is designed to hone an individual's photographic skills by teaching him/her the proper way to set up, light and compose the perfect shot. In addition to taking and printing photos, the student will learn how to use PhotoShop Elements 2.0 to enhance a new photo or restore an old picture of family members of the past. Free except for lab fee to NC citizens 65 and over.

Instructor: Grebner
Date: February 20 – April 24 (No class 4/3)
Time: T, 6:30 PM – 9:00 PM
Fees: $55 plus $5 lab fee Room 143

For information call 910-576-6222, ext. 256

# Occupational Training

**Photography for Seniors**
This class is designed for anyone who wishes learn to scan their pictures and import pictures from their camera to a variety of software applications. Students will learn to manipulate old photos and send pictures via email. Free except for lab fee to NC citizens 65 and over

Instructor: Roatch
Date: February 13 – March 8
Time: T/TH, 9:00 AM – 12:00 PM
Fees: $55, plus $5 lab fee, Room 143

**Advanced Microsoft Excel**
Designed for persons with some knowledge of Microsoft Excel. Students are encouraged to ask for specific skills, for example dynamic named ranges, names and charts or customized number formats. A textbook is required.

Instructor: Roatch
Date: February 20 – March 22
Time: T/TH, 6:30 PM - 9:30 PM
Fees: $55 plus $5 lab fee, Room 143

**Internet and E-mail**
Students will learn two valuable resources: the Internet and e-mail. Learn how to search the Internet for merchandise, news and information. Learn how to send and reply to e-mail, attach files and open attachments. Free except for lab fee to NC citizens 65 and over.

Instructor: Roatch
Date: March 13 – March 15
Time: T/TH, 9:00 AM – 12:00 PM
Fees: $10, plus $5 lab fee, Room TBA

**Introduction to Movie Maker**
Students will get an introduction to Microsoft's Movie Maker. Learn to personalize your digital movies and improve their general appearance. Students will learn to edit their home movies on the computer, burn them to CD or DVD, or e-mail them to friends and family. Free except for lab fee to NC citizens 65 and over.

Instructor: Roatch
Date: March 20 – April 26 (No class 4/3 or 4/5)
Time: T/TH, 9:00 AM – 12:00 PM
Fees: $25, plus $5 lab fee, Room 143

**Photo Story Teller**
Turn your photographs into a digital story. Students will get an opportunity to scan personal pictures to import into Microsoft's Photo Story application. Then they can add text, narration or music to create a presentation that can be viewed on the computer and sent via e-mail to friends and family. Bring a CD so you can take your Photo Story with you after class. Free except for lab fee to NC citizens 65 and over.

Instructor: Roatch
Date: May 1 – May 24
Time: T/TH, 9:00 AM – 12:00 PM
Fees: $10, plus $5 lab fee, Room TBA

## Allied Heath Courses

**Nursing Assistant I**
This program introduces students to the skills and competencies needed for basic patient care in a health care related setting. After successful completion of the course, the student can provide safe, effective, basic nursing care in a variety of health care facilities under the supervision of licensed nurses and/or other approved personnel. Students must complete clinical as part of the program.

*Pretest will be administered January 3, 2007, 6:00 PM for students without a high school diploma*
**Registration will be January 4, 2007 from 9:00 AM – 7:00 PM**

*Morning Class*
Instructor: TBA
Date: Mandatory class orientation 9:00 AM, January 16
Class starts January 22
Time: TBA
Fees: $65, plus $16.25 insurance, Room 148

*Evening Class*
Instructor: TBA
Date: Mandatory class orientation 6:00 PM, January 17
Class starts January 22
Time: TBA
Fees: $65, plus $16.25 insurance, Room 148

# Continuing Education Schedule

## Allied Health Courses

### Nursing Assistant II

Students must have completed the Nursing Assistant I program before entering the Nursing Assistant II class. Students are taught new skills in oxygen therapy, suctioning, tracheotomy care, IV fluid monitoring and discontinuation, nasogastric and gastrostomy feeding procedures, enterostomy care, urinary diversion and urinary catheterization. This course equips the students with advanced skills in providing care for the elderly and older adults. Students must complete clinical as part of the program.

Instructor: Creger-Williams / Humphrey
Date: January 8
Time: M/W 5:30 PM – 9:30 PM
Fees: $65, plus $16.25 insurance, Room 149

### EKG

This course is designed and approved to prepare the student to become a certified EKG technician, following the requirements of the American Society of Phlebotomy Technicians (ASPT). Students will have knowledge of cardiac terminology, understand the structure, function, anatomy and physiology of the heart. Students will have a basic understanding of the electrical conduction system and how it affects heart function. Students will be able to operate the equipment, run a strip accurately, and mount it properly. Upon successful completion of the course, students will be prepared to take the national certification examination through ASPT.

Instructor: Caviness
Date: January 22 – March 29
Time: M/TH, 5:30 PM – 7:30 PM
Fees: $60, plus $16.25 insurance, Room 139

### Medical Terminology

This course is an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms and body organization. Program content covers elements of medical terms and names of major diseases, including terms used in physical exams, operative procedures and diagnosis.

Instructor: Vang
Date: January 17 – April 30 (No class 3/7, 4/2 & 4/4)
Time: W, 5:30 – 8:30 PM
Fees: $60, Room 139

### American Heart Association CPR Instructor

The CPR Instructor's Course is designed to certify basic CPR Instructors through the American Heart Association. This course teaches instruction skills in CPR. Upon successful completion, the student will be awarded a CPR Instructor's certificate. Students must have a valid CPR card to take the class.

Instructor: Raming
Date: February 2 & 3
Time: Friday, 6:00 PM – 10:00 PM, Saturday 9:00 AM – 1:00 PM
Fees: $50, Room 512

### Adult, Infant and Child CPR/AED Certification and First Aid (SS)

This community CPR course includes recognizing and caring for breathing and cardiac emergencies in adults, infants, and children. It also includes information on injury prevention for people of all ages and how to lead a healthy lifestyle. Call 910-576-6222, ext. 253 for more information. CPR classes are scheduled every month.

Instructor: TBA
Dates: Classes will be set up according to demand

### Adult, Infant and Child CPR/AED RECERTIFICATION and First Aid (SS)

This class is intended for individuals renewing their expiring CPR & First Aid Certification. Participants must present their current CPR certification. Course covers cuts, scrapes, bruises, burns, bleeding control, shock, bone injuries, muscle and joint injuries, sprains, strains, poisoning and heat and cold emergencies, in addition to CPR.

Instructor: TBA
Dates: Classes will be set up according to demand

### Activity Director – Basic

This course is designed to provide basic training to individuals desiring to become an activity director in a health care related setting. Activity directors for adult care homes are required by the NC Division of Facilities Services to complete a minimum of 50 hours in an approved Activity Director Course. Activity directors for nursing facilities are required to complete a 50 hour basic course with an additional minimum of 10 hours in documentation including the assessment and care process.

Instructor: Baldwin
Date: February 13 – April 26 (No class 4/3 & 4/5)
Time: T/TH, 6:00 PM – 9:00 PM
Fees: $60, tools and supplies are required, Room TBA

## Personal Enrichment Courses

### Cake Decorating (SS)

Have you ever admired those cakes on the covers of magazines and said, "I could do that"? Now, you can! Learn to decorate cakes for those special holiday or event celebrations. Students will be given a list of tools and supplies necessary to achieve results as beautiful as they are delicious. Students will bring their own cakes and icing to class.

Instructor: Goodwin
Date: January 4 – February 22
Time 6:00 PM – 8:00 PM
Fees: $20, MCC Catering Kitchen

### Multi-Media Art

Students may choose any medium from which to work including oils, acrylics, water color and pen/pencil. Designed for beginning as well as advanced students, this course is free to NC residents 65 and older.

Instructor: Grebner
Evening class:
Date: January 8 – May 14 (No class 1/15 or 4/2)
Time: M, 6:30 – 10:00 PM
Fees: $35, Room 103B
Day class:
Date: January 9 – May 15 (No class 4/3)
Time: T, 9:30 AM – 2:30 PM
Fees: $35, Room 103B

### Beekeeping

A course designed for beginning or seasoned beekeepers. The course will consist of an overview of beekeeping and its significance and rewards. Topics will include preparation, equipment, clothing, and tools required for beekeeping. New material and speakers in addition to information on diseases and treatments will be available to the students. Students will receive hands-on experience with pesticide regulations and use. The class will visit local bee yards. A textbook is required.

Instructor: Hardison
Date: January 29 – March 19
Time M, 7:00 PM – 9:00 PM
Fees: $25, Room 236

### Basic Basketweaving

Enjoy this Early American craft by learning to weave using a variety of natural and dyed reeds producing an array of designs for practical and decorative uses. Supplies will be available for purchase. This course is free to NC residents 65 and older.

Instructor: Safrit
Session I Date: February 6 – March 27
Time: T, 6:30 PM – 9:30 PM
Fees: $35, plus supplies, Room 103B
Instructor: Safrit
Session II Date: April 10 – May 29
Time: T, 6:30 PM – 9:30 PM
Fees: $35, plus supplies, Room 103B

### GetFit-StayFit - Spring Boot Camp 2007 (SS)

This class is designed for students that want to be in shape. It is a highly intensive workout held on the campus BLET training grounds behind building 500, rain or shine. The warm-up will include marching and stretching exercises. Boot Camp exercises will include the obstacle course which includes running steps, crawling through a tunnel, walking/jogging, pushups, sit-ups, low crawling, wheelbarrow pushing exercise, rope pulling exercise and more. Work out is followed by a cool down consisting of marching and stretching exercises. If you love this type of work out and do not mind getting dirty, this class is for you! Please check with your physician before taking this class. Class demonstration will begin at 9:00 AM and registration will be held at 9:30 AM in room 507 in building 500.

Instructor: Owens
Date: April 16 – June 23
Time M/TH 6:00 PM – 7:00 PM,
S 9:00 AM – 10:00 AM
Fees: $30, BLET Obstacle Course

# Continuing Education Schedule

## Adult Basic Education (ABE) / General Education Development (GED)

Adult Basic Skills classes are offered for the adult who desires to complete studies for the GED or to review reading, math, and English skills. Instruction is available to the non-reader. Classes are offered both on and off campus. Instruction is individualized and students progress at their own pace. Several businesses and industries sponsor classes for employees. Before enrolling in a class, an individual must attend a Basic Skills registration / orientation session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minors Release Form to be completed by a parent or legal guardian and the Board of Education before registering. For further information please contact Olivia Gatlin, Basic Skills Coordinator, at 910-576-6222 ext. 236. Classes are FREE. Students interested in the GED or Adult High School program may attend one of the following registration / orientation sessions.

All sessions will be on the following Tuesdays.
January 16
January 30
February 13
March 13
March 27
April 3

All sessions are at
9:00 AM or 6:00 PM
Room TBA

**If you are unable to attend one of the above orientation / registration sessions, please contact Olivia Gatlin, Basic Skills Coordinator at 910-576-6222, extension 236 to set up an appointment.**

**Adult Basic Education (ABE) /General Education Development (GED)**
Students follow an individualized education plan and progress at their own pace as they prepare for the GED test or review basic skills to meet personal educational goals. Tutorial assistance is provided, materials furnished, and progress monitored by the instructor.

| | |
|---|---|
| Instructor: | T. Williams |
| Date: | January 8 - May 10 |
| Time: | M-TH, 8:00 AM - 12 NOON |
| Location: | MCC Campus, Room 138 |

| | |
|---|---|
| Instructor: | Elizabeth Dionne |
| Date: | January 8 - May 10 |
| Time: | M-TH, 8:00 AM - 12 NOON |
| Location: | MCC Campus, Room 149 |

| | |
|---|---|
| Instructor: | B. Stuart |
| Date: | January 8 - May 9 |
| Time: | M/W, 6:00 PM - 9:00 PM |
| Location: | MCC Campus, Room 138 |

| | |
|---|---|
| Instructor: | J. Adams |
| Date: | January 9 - May 10 |
| Time: | T/TH, 6:00 PM - 9:00 PM |
| Location: | MCC Campus, Room 138 |

| | |
|---|---|
| Instructor: | M. Pratt |
| Date: | January 8 - May 9 |
| Time: | M/W, 6:00 PM - 8:00 PM |
| Location: | Thomasville Missionary Baptist Church, Mt. Gilead |

**Adult High School Diploma (AHS)**
The Adult Basic Skills Program is offering the Adult High School Diploma through an agreement of affiliation with the Montgomery County Public School System. Math, English, Science and History classes will be offered this Fall. Before enrolling in a class, an individual must attend a Basic Skills Registration Session. Students must also provide transcripts from all high schools attended to determine appropriate class enrollment.

| | |
|---|---|
| Instructor: | T. Williams |
| Date: | January 8 - May 10 |
| Time: | T/TH, 8:00 AM - 3:00 PM |
| Location: | MCC Campus, Room 138 |

| | |
|---|---|
| Instructor: | D. Nelson |
| Date: | January 8 - May 9 |
| Time: | M/W, 12:00 NOON - 3:00 PM |
| Location: | MCC Campus, Room 149 |

# For information call 910-576-6222, ext. 256

Instructor: B. Stuart
Date: January 8 - May 9
Time: M/W, 6:00 PM - 9:00 PM
Location: MCC Campus, Room 138

**English as a Second Language (ESL)**
ESL classes are offered to help the individual whose language is other than English. The student works on words, phrases, and sentences necessary in an English-speaking community. As the student progresses, more advanced English skills are demonstrated in both reading and writing. As the ESL curriculum is mastered, the student is encouraged to continue in the Basic Skills Program leading to the GED. For more information call 910-576-6222, extension 249.

Instructor: A. Hernandez
Date: January 8 - May 11
Time: M/W/F, 9:00 AM - 12:00 NOON
Location: MCC Campus, Room 157

Instructor: A. Hernandez
Date: January 8 - May 9
Time: M/W, 4:00 PM - 7:00 PM
Location: MCC Campus, Room 157

Instructor: B. Sanders
Date: January 9 - May 10
Time: T/TH, 9:00 AM - 12:00 NOON
Location: Anchor School, Biscoe

Instructor: TBA
Date: January 9 - May 10
Time: T/TH, 5:00 PM - 8:00 PM
Location: Anchor School, Biscoe

Instructor: J. Chunn
Date: January 9 - May 10
Time: T/TH, 5:00 PM - 8:00 PM
Location: West Middle School

Instructor: N. Morton and L. Brown
Date: January 13 - May 12
Time: S, 9:00 AM - 12:00 NOON
Location: TBA

**Ingles como Segundo Idioma**
Se ofrecen clases de ingles para ayudar a las personas de otros idiomas. El estudiante trabaja con palabras, frases, y oraciones necesarias para el mundo ingles. Con los estudios de ingles, se demuestran habilidades mas avanzadas en leer y escribir. El estudiante puede seguir en el Programa de Estudios Adultos hacia GED. Para el horario de clases, hable 910-576-6222, extension 249.

Maestro: A. Hernandez
Fecha: 8 de enero – 11 de mayo
Horario: lunes y miércoles y vernes 9:00 AM - 12:00 NOON
Lugar: En el colegio de Troy, aula 157

Maestro: A. Hernandez
Fecha: 8 de enero – 9 de mayo
Horario: lunes y miércoles, 4:00 PM - 7:00 PM
Lugar: En el colegio de Troy, aula 157

Maestro: B. Sanders
Fecha: 9 de enero – 10 de mayo
Horario: martes y jueves, 9:00 AM - 12:00 NOON
Lugar: En la escuela vieja de Biscoe, al lado del campo de fútbol

Maestro: TBA
Fecha: 9 de enero – 10 de mayo
Horario: martes y jueves, 5:00 PM - 8:00 PM
Lugar: En la escuela vieja de Biscoe, al lado del campo de fútbol

Maestro: J. Chunn
Fecha: 9 de enero – 10 de mayo
Horario: martes y jueves, 5:00 PM - 8:00 PM
Lugar: West Middle School

Maestro: N. Morton and L. Brown
Fecha: 13 de enero – 12 de mayo
Horario: sabado, 9:00 AM - 12:00 NOON
Lugar: TBA

# Small Business Center

The Small Business Center is a resource provided by the State of North Carolina and by Montgomery Community College to help small businesses succeed. We provide confidential business counseling services, business seminars and workshops, and access to vital resources and information. We help you collaborate with business and community leaders and local, state, and federal agencies who share the goal of making your business a success. To register for any of these seminars or to make an appointment for counseling, please contact Richard Hinson by phone at 910-576-6222, extension 216, or by e-mail at hinsonr@montgomery.edu or by mail at Montgomery Community College, 1011 Page Street, Troy, NC 27371.

**Financial Literacy Education Series – The Basics of Stocks and Bonds Lunch and Learn**
Most American citizens face a multitude of financial issues every day of their adult life, including monthly bills, education expenses, health insurance, life insurance, investments, planning for retirement, lowering taxes, debt management, and caring for aging parents. Many working adults cannot leave their personal financial issues at home, so these burdens create stress and physical health problems that eventually affect their attitude, their work performance, and their outlook for the future. The presenter of this seminar is not involved in the marketing of financial products in any way. This seminar is being conducted only to provide useful information to the participants of this program.

Instructor: Michael Ottinger
Date: TBA
Time: Tuesday, 12:30 PM – 2:00 PM
Fee: Free, Room TBA

**Preventing Workplace Harassment**
Recent Supreme Court decisions have created numerous revisions to Equal Employment Opportunity Compliance guidelines. Employers are now required to provide harassment training in addition to maintaining policies prohibiting any sort of harassment in order to avoid punitive damages resulting from employee lawsuits. Harassment training must address sexual harassment, hazing, bullying, retaliation, and discrimination based on race, national origin, age, disability and all other legally protected characteristics. This training is extremely important for all employees with supervisory or management responsibilities.

Instructor: Michael Ottinger
Date: TBA
Time: Tuesday, 3:30 PM – 5:30 PM
Fee: Free, Room TBA

**How to Start Your Own Business**
Define and develop a solid, workable business idea. Evaluate yourself as a prospective business owner. Learn what it takes to start and succeed in your own business. Establish initial goals for your business.

Instructor: Annette Dunlap
Date: March 1
Time: Thursday, 6:30 PM – 9:00 PM
Fee: Free, Room TBA

**Keys to Successful Marketing**
Identify and evaluate potential customers for your business. Analyze your competition. Learn how to research your market and develop a marketing plan to allow your business to grow. Learn how to identify the best potential customers for your business. Learn how to attract and develop lasting relationships with your best customers. Learn how customizing your products or services to satisfy a specific market niche can improve your chances of success in a limited market. Learn how to utilize your niche market to expand your business into other markets.

Instructor: Annette Dunlap
Date: March 8
Time: Thursday, 6:30 PM – 9:00 PM
Fee: Free, Room TBA

**Accounting, Financial Planning and Taxes**
Learn small business accounting procedures. Learn to analyze start-up costs, break-even points, cash flow, supply costs, equipment costs, operating costs, and profit/loss opportunities. Learn small business tax rates, tax schedules, and tax strategies. Learn the basic advantages and disadvantages of the various types of small business structures. Learn how to utilize your business plan to operate within your budget.

Instructor: Annette Dunlap
Date: March 15
Time: Thursday, 6:30 PM – 9:00 PM
Fee: Free, Room TBA

# For information call 910-576-6222, ext. 216

**How to Write a Business Plan**
Learn how to develop an effective business plan for your business. Learn how to identify the major concerns for your business and how to establish plans for addressing each of these concerns. Learn what data to include in your business plan to enhance your position with lending institutions.
Instructor: Annette Dunlap
Date: March 22
Time: Thursday, 6:30 PM – 9:00 PM
Fee: Free, Room TBA

**Time, Stress and Goal Management**
Learn how your attitude can make or break your business. Learn how to keep yourself motivated to succeed. Discover the keys to effective goal setting. Learn how to cope with stress and still maintain a positive outlook.
Instructor: Annette Dunlap
Date: March 29
Time: Thursday, 6:30 PM – 9:00 PM
Fee: Free, Room TBA

**Business Ethics**
Learn the significance of ethical business practices in the small business environment. Learn the difference between ethical business practices and legal business requirements. Discover the value of ethical business practices in maintaining your customer base and expanding your markets.
Instructor: Annette Dunlap
Date: TBA
Time: TBA
Fee: Free, Room TBA

**ABCs of Starting a Small Business**
Learn the basic steps necessary to start your own small business. Learn the best ways to start a small business with minimum risk and limited investment. Analyze potential opportunities to utilize your skills and resources to start a small business.
Instructor: Mike Collins – Perfect Workday Company
Date: TBA
Time: TBA
Fee: Free, Room TBA

**Financing a Small Business – SBA Programs and Services**
Learn how the Federal Small Business Administration can help you obtain financing for your small business. Learn about various other programs and services designed to assist small businesses through the SBA. Learn the steps required to obtain assistance and information from the SBA.
Instructor: Mike Ernandes – SBA
Date: TBA
Time: TBA
Fee: Free, Room TBA

**Taking Care of Business – It's All About Customer Service**
Customer service either makes or breaks a business. Your customers will quickly turn to your competitors if you are not providing them with the best possible customer service. Learn how to assess the current level of customer service at your company and what you can do to improve it. Learn how to deal with problem customers and how to motivate your employees to deliver the best possible customer service.
Instructor: Denise Ryan – FireStar Seminars
Date: TBA
Time: TBA
Fee: Free, Room TBA

**Image, Attitude and Professionalism**
Discover the practical advantages of a proper image, both personally and professionally. Learn the importance of confidence, competence, care, and concern. Learn the connection between a positive attitude and high self-esteem. Learn how to improve your performance by changing your attitude and your expectations. Learn how to practice correct social and corporate etiquette. Learn how to improve your listening skills to display compassion and to enhance productivity. Learn how to avoid various types of procrastination.
Instructor: Bob McHone
Date: February 28
Time: Wednesday, 1:00 PM – 4:00 PM
Fee: Free, Room TBA

# Continuing Education Schedule

## Small Business Center

**How to Find the Job You Really Want – Fine Tuning Your Job Seeking Skills**

Learn how to sharpen your job seeking skills and enhance your competitive edge. Learn how to prepare yourself personally and psychologically for a job interview, how to conduct yourself during a job interview., how to prepare to handle the stress generated during a job interview and how to utilize proper business etiquette before, during, and after a job interview.

Instructor: Bob McHone
Date: March 28
Time: Wednesday, 1:00 PM – 4:00 PM
Fee: Free, Room TBA

**In Pursuit of Excellence**

Discover how maintaining a positive attitude, increasing your self-esteem, and demonstrating a genuine concern for the needs of others can help you generate the best possible results in your daily activities. Develop and sustain effective guidelines for achieving excellence in every aspect of your daily life. Practice correct social and corporate etiquette. Improve your listening skills to display compassion and to enhance productivity.

Instructor: Bob McHone
Date: TBA
Time: TBA
Fee: Free, Room TBA

**How to Improve the Performance of your Computer**

Maximize the performance of your computer by utilizing routine maintenance procedures to organize your files and remove unnecessary clutter from your computer. Maximize the performance of your Internet connection by setting your Internet options properly and utilizing Web accelerators. Protect your computer from viruses, spyware, adware, and pop-up ads. Minimize your chance of losing data by periodically defragmenting your hard drive and backing up your files.

Instructor: Gary Scott
Date: February 13
Time: Tuesday, 6:00 PM – 8:30 PM
Fee: Free, Room TBA

**Buying on eBay**

Learn the basic procedures for buying merchandise on eBay and the best strategy for placing your bids for items on eBay so you can buy what you want at the lowest possible cost. Learn how to navigate eBay websites, how to use eBay online Help, and how to evaluate eBay item descriptions, prices, and payment options. Learn how to evaluate the credibility of the person offering to sell the item that you are considering purchasing, by reviewing their eBay record concerning their total transactions and their level of customer satisfaction. Become familiar with the procedures and the rates for using the eBay online payment method, Paypal, to purchase items on eBay. Learn how to recognize identity theft schemes that disguise themselves as legitimate email from eBay or Paypal.

Instructor: Jerry Maslowski
Date: February 6
Time: Tuesday, 6:00 PM – 8:30 PM
Fee: Free, Room TBA

Instructor: Jerry Maslowski
Date: April 24
Time: Tuesday, 6:00 PM – 8:30 PM
Fee: Free, Room TBA

**Selling on eBay**

Learn the best procedures to use for selling merchandise on eBay and how to accurately describe your items on eBay with text and digital photos. Learn the various marketing methods and strategies available for selling your merchandise on eBay. Learn how to utilize eBay websites, how to use eBay online Help, and how to create effective eBay item descriptions, prices, and payment options. Learn how to evaluate the credibility of the person offering to purchase the item that you are selling, by reviewing their eBay record concerning their total transactions and their level of customer satisfaction. Become familiar with the procedures and the rates for using the eBay online payment method, Paypal, to sell items on eBay.

Instructor: Jerry Maslowski
Date: February 8
Time: Thursday, 6:00 PM – 8:30 PM
Fee: Free, Room TBA

Instructor: Jerry Maslowski
Date: April 26
Time: Thursday, 6:00 PM – 8:30 PM
Fee: Free, Room TBA

# For information call 910-576-6222, ext. 216

**Sell to the Federal Government Now! - NCMBC Overview**
The North Carolina Military Business Center (NCMBC) connects small and mid-size businesses to military and other federal business opportunities. Organized in January 2005 as a component of the NC Community College System, the NCMBC has already helped businesses win over $45 million in federal and subcontracting awards. The NCMBC will provide an overview of its services and explain how to evaluate military and other federal business opportunities. NCMBC services include: a business assistance team that finds opportunities, notifies businesses and helps them develop winning proposals; running the State's official, FREE web portal, www.MatchForce.org, which automatically matches NC businesses to federal opportunities; and conducting strategic initiatives to position NC businesses to win future military opportunities.
Instructor: Scott Dorney – NCMBC
Date: TBA
Time: TBA
Fee: Free, Room TBA

**Finding Government Contracts on the Internet**
Learn how to search the Internet for state and federal government contracts up for bid so you can earn your share of business with the government. Learn how to find these bid opportunities and many other Web-based resources that can help your business grow.
Instructor: Dorothy Vick – SBTDC
Date: TBA
Time: TBA
Fee: Free, Room TBA

**Internet Marketing 101**
Learn how to market any business or service effectively on the Internet, how to generate traffic to your website and how to turn your website visitors into customers. Learn how search engines, free and paid advertising venues, and Google Adwords can increase Internet traffic to your website.
Instructor: Teresa Love
Date: TBA
Time: TBA
Fee: Free, Room TBA

**Advanced Internet Marketing**
Learn how to utilize advanced Internet marketing techniques to increase sales for your business. Learn how to maximize the marketing potential of your website by generating more traffic and capturing more information about your visitors. Learn how to create user-friendly web pages and how to establish effective communication links for existing and prospective customers.
Instructor: Teresa Love
Date: TBA
Time: TBA
Fee: Free, Room TBA

## REAL Entrepreneurship Course

**REAL Entrepreneurship Course (SS)**
Create a realistic business plan and understand business financial statements through this 60-hour action-learning program. The REAL program will begin by helping people determine if they have the personal characteristics necessary to become a business owner. Each session includes a workshop where participants either construct a piece of their business plan, master a skill such as filling out IRS forms, or listen to an established entrepreneur describe successful strategies. Participants will learn about recruiting, training, supervising, and evaluating employees. They will learn about record keeping and reporting requirements, managing debt, advertising, and customer service.
Instructor: Marla Coulthard
Date: TBA
Time: TBA
Fee: $60, STARworks (the former Renfro building in Star)

## Notary Public Classes

***Get on the Road to Small Business Success***

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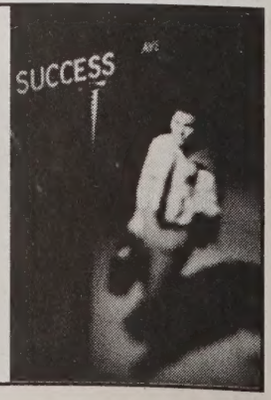
course!



# Continuing Education Schedule

## Small Business Center

### Notary Public Update

Anyone presently commissioned as a notary public should attend this update course to become aware of the recent changes in notary public procedures. Learn about revised license renewal procedures, revised emphasis on possessing the latest copy of the Notary Public Guidebook, and numerous other revisions to the standard operating procedures previously required of a notary public. A free copy of the December 1, 2005 Amendments to the Notary Public Act will be provided to all participants.

Instructor: Clark Ratliffe
Date: TBA
Time: TBA
Fee: Free, Room TBA

### Notary Public Education (SS)

This six-hour course is required for individuals to obtain a North Carolina Notary Public Commission. Both 3-hour sessions must be attended to receive credit for this course. Participants must be 18 years of age, must reside or work in North Carolina, and must speak and write English. Each participant must purchase a Notary Public Guidebook – Tenth Edition, available at the MCC Bookstore.

Instructor: Clark Ratliffe
Date: TBA
Time: TBA
Fee: $35, Room TBA

## Real Estate Classes

### Provisional Real Estate Broker Post-Licensing – Broker Transition Course

The North Carolina Real Estate Commission requires all Provisional Real Estate Brokers, who were licensed prior to October 1, 2005 and who became Provisional Brokers on April 1, 2006, to take this 24-hour course by April 1, 2008, or demonstrate at least four years full-time (or equivalent) brokerage experience within the previous six years, to upgrade their license from Provisional Broker to Broker status. All six 4-hour sessions must be attended to receive credit for this course. Participants must bring their current North Carolina Real Estate License to class for identification purposes.

Instructor: Connie Efird
Date: January 8, 9, 11, 16,17,18
Time: First Week – M/T/TH, Second Week – T/W/TH, 5:30 PM – 9:30 PM
Fee: $55, Room TBA

### Provisional Real Estate Broker Post-Licensing – Broker Relationships and Responsibilities Course

The North Carolina Real Estate Commission requires all Provisional Real Estate Brokers who were licensed after October 1, 2005 to take this 30-hour course by April 1, 2009 to upgrade their license from Provisional Broker to Broker status. All six 5-hour sessions must be attended to receive credit for this course. Participants must bring their current North Carolina Real Estate License to class for identification purposes.

Instructor: Connie Efird
Date: February 5 – February 15
Time: M/T/TH, 5:00 PM – 10:00 PM
Fee: $55, Room TBA

# For information call 910-576-6222, ext. 216

**Provisional Real Estate Broker Post-Licensing – Contracts and Closing Course**
The North Carolina Real Estate Commission requires all Provisional Real Estate Brokers who were licensed after October 1, 2005 to take this 30-hour course by April 1, 2009 to upgrade their license from Provisional Broker to Broker status. All six 5-hour sessions must be attended to receive credit for this course. Participants must bring their current North Carolina Real Estate License to class for identification purposes.

| | |
|---|---|
| Instructor: | Connie Efird |
| Date: | April 16 – April 26 |
| Time: | M/T/TH, 5:00 PM – 10:00 PM |
| Fee: | $55, Room TBA |

**Provisional Real Estate Broker Post-Licensing – Selected Topics Course**
The North Carolina Real Estate Commission requires all Provisional Real Estate Brokers who were licensed after October 1, 2005 to take this 30-hour course by April 1, 2009 to upgrade their license from Provisional Broker to Broker status. All six 5-hour sessions must be attended to receive credit for this course. Participants must bring their current North Carolina Real Estate License to class for identification purposes.

| | |
|---|---|
| Instructor: | Connie Efird |
| Date: | April 30 – May 10 |
| Time: | M/T/TH, 5:00 PM – 10:00 PM |
| Fee: | $55, Room TBA |

**Real Estate Update 2006-2007 (SS)**
The North Carolina Real Estate Commission requires all licensed Real Estate Brokers to take this four-hour continuing education update course each year to maintain their North Carolina Real Estate License. The entire 4-hour session must be attended to receive credit for this course. Participants must bring their current North Carolina Real Estate License to class for identification purposes. Course materials will be provided at no additional charge.

| | |
|---|---|
| Instructor: | Connie Efird |
| Date: | February 3, 2007 |
| Time: | Saturday, 9:00 AM – 1:00 PM |
| Fee: | $40, Room 138 |

**Real Estate Continuing Education Elective – Buyer Representation in Real Estate (SS)**
The North Carolina Real Estate Commission requires all licensed Real Estate Brokers to take one four-hour continuing education elective course each year to maintain their North Carolina Real Estate License. This elective course provides the real estate professional with a comprehensive analysis of buyer representation issues in real estate transactions. The entire 4-hour session must be attended to receive credit for this course. Participants must bring their current North Carolina Real Estate License to class for identification purposes. Course materials will be provided at no additional charge.

| | |
|---|---|
| Instructor: | Connie Efird |
| Date: | February 10, 2007 |
| Time: | Saturday, 9:00 AM – 1:00 PM |
| Fee: | $40, Room 138 |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